Camping Magazine

1958

CAMP REFERENCE ISSUE

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Camping Magazine

1958
CAMP REFERENCE ISSUE AND BUYING GUIDE

11th Annual Edition

Edited and Published by
Galloway Publishing Co.
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American Camping Association

THE AMERICAN Camping Association is a voluntary, professional organization of individuals and representatives of organizations interested in development of organized camping.

Organized camping as a recreational and educational project is, as history is measured, comparatively recent and distinctly American in its origin and growth.

ACA Today

The ACA maintains a National office at Bradford Woods, Martinsville, Ind., where its staff channels information, develops materials and gives services to the membership to further the cause of camping.

Who's Who in ACA

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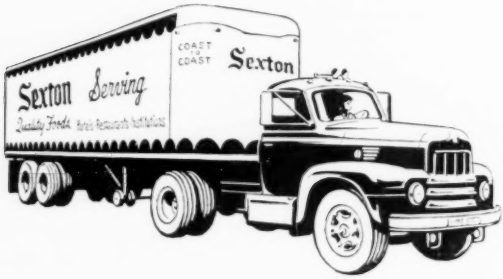

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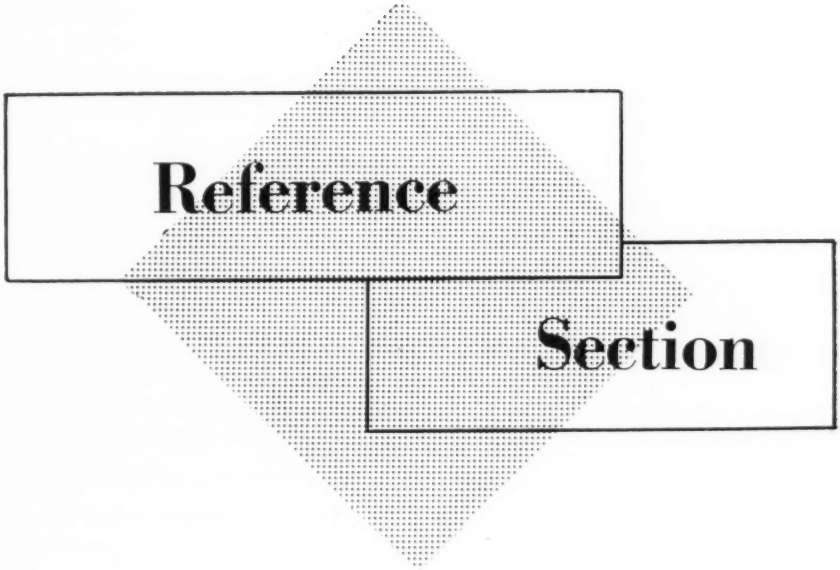

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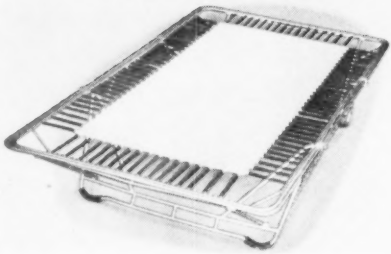

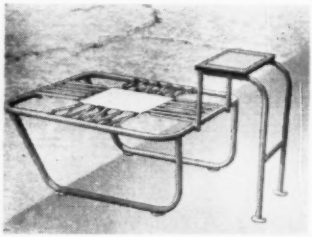

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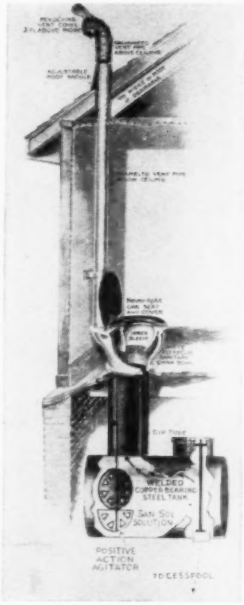

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Comparison Charts of Camp Income and Costs

The comparison charts of camp income and expense on the following pages are based on a survey made by the editors of Camping Magazine's 1958 Reference Issue. It was sent to a representative group of camps located throughout the country.

Response to the survey was good; unfortunately, some replies could not be incorporated in the tabulation of results for varying reasons. In some cases, figures were incomplete, based on widely different bookkeeping systems, or received after tabulation was completed.

The camps represented in this first annual survey give a good sampling of "where camp income goes." Space is provided for you to fill in your own operating figures for comparison purposes. The charts also suggest a workable bookkeeping system for either an agency or private camp.

In future issues, we hope to extend the survey to cover additional areas, such as camps supported by charitable organizations and specialized-interest camps. We also plan to broaden the geographical coverage.

One third of the camps in this report are agency sponsored, others are privately operated. They are located in the Northeast, South and Midwest—with approximately one third in each location.

One third of the camps are coeducational or run a divided season; one third are boys' camps and one third are girls' camps. Camps vary in size from 120 campers and staff to over 5,600 campers and staff served in a 12-week season.

Length of season among camps reporting in the survey is, in all but two instances, eight weeks. The exceptions are 10 and 12 weeks.

Camps participating in the survey indicated their income brackets. 80% were in the $60,000 or more per year income bracket. The remaining 20% reported income in the $30,000 to $60,000 bracket. Half of the camps reported that they keep their books on a January 1-December 31 calendar year basis. Others indicated that their fiscal years run October 1 to September 30, February 1 to January 31, etc. Most camps operating on a fiscal year use the October 1-September 30 dates, feeling that these represent a natural operating year for camps.

Under General and Administrative Expense, items 6.1a, 6.1b and 6.3 carried the following notes:

6.1a—In an agency camp, where the camp director's year-round salary is paid by the sponsoring agency, the figure

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Income and Costs

given as the director's salary should be the approximate portion of salary earned while in camp or working on camp business. If a private camp, this figure should include what is considered a fair salary allowance to the director for the percentage of the year while in camp or working on camp business. If more than one director works for the camp, whether agency or private, salary payments or allowances for all directors should be included in this percentage figure.

6.1b—If an agency camp, and year-round personnel of the sponsoring agency handle some camp office tasks, the figure given as office staff salaries should include the approximate proportion of salary earned while in camp or working on camp business.

6.3—If an agency camp, and stationery and office supplies are provided by the sponsoring agency, the estimated value of these items should be included in stationery and office supply expense.

Figures in Percentage

On the accompanying charts, all figures are given in percentages, not actual dollars. Thus, when an item under income reads: "1.1 Tuition—98 . . ." it indicates that 98% of the camp's total income is received from tuition. When an item under expense reads: "2.3 Food—33 . . ." it indicates that 33% of the total income is spent for food.

Each item on the charts is reported in four ways—the highest percentage reported, the lowest percentage reported, the average figure for all camps and the median figure for all camps. The median is the point which exactly half of the camps reported higher figures and half reported lower figures. For example, in the series 1, 4, 5, 7, 9 the median is 5. The median is helpful in giving a true picture when the average is thrown out of balance by a particularly high or low figure in a series.

Camp directors who would like to be included in the group which will share percentage figures in next year's Income and Cost Survey are invited to contact the editors now for further information.

Camp Income and Expense Survey

All Camps Participating

PERCENT OF TOTAL INCOME RECEIVED

Item	High	Low	Average	Median	Your Camp
1.1 Tuition Fees	98.	66.	90.7	93.5	.....
1.2 Camp Store	12.	0	2.6	1.	.....
1.3 Special Activity Fees	8.	0	2.4	1.6	.....
1.4 Laundry Charges	2.2	0	.4	0	.....
1.5 Community Fund or Sponsoring Agency	10.	0	1.9	0	.....
1.6 Other Income	22.	0	2.9	.3	.....
Total Income	100.	100.	100.	100.	

PERCENT OF TOTAL INCOME SPENT

Item	High	Low	Average	Median	Your Camp
Feeding Expense					
2.1 Kitchen & Dining Room Salaries	8.	3.	4.8	4.2	.....
2.2 Kitchen & Dining Room Supplies	2.	0	1.3	1.5	.....
2.3 Food	42.5	15.5	21.8	19.	.....
Total Feeding Expense	51.5	20.3	27.9	24.5	
Program Expense					
3.1a Counselor & Program Staff Salaries	22.	10.3	14.9	12.4	.....
3.1b Infirmary Salaries	1.7	.3	.8	.6	.....
3.2 Program Supplies	3.4	.5	1.3	1.	.....
3.3 Infirmary Supplies	1.	.1	.5	.5	.....
3.4 Special Activities	7.2	0	2.8	3.2	.....
Total Program Expense	35.5	12.5	20.3	18.7	
Property Expense					
4.1 Caretaker & Maintenance Staff Salaries	12.	2.	4.9	3.6	.....
4.2 Depreciation on Buildings & Equipment	14.9	0	5.1	4.	.....
4.3 Repairs & Maintenance on Buildings & Equipment	11.	2.	4.6	4.3	.....
4.4 Sanitation Supplies	4.	.2	1.2	1.	.....
Total Property Expense	34.1	10.	16.2	14.3	
Enrollment Expense					
5.1 Advertising	2.	0	.5	.3	.....
5.2 Printed Promotion	3.	0	1.2	1.	.....
5.3 Public Relations	1.	0	.3	.2	.....
5.4 Travel	4.	0	1.2	.9	.....
5.5 Commissions Paid	4.6	0	1.1	.5	.....
Total Enrollment Expense	7.1	0	4.1	4.3	
General & Administrative Expense					
6.1a Director's or owner's salary	29.3	0	8.5	6.3	.....
6.1b Office staff salaries	7.	0	2.5	2.	.....
6.2 Professional Fees	.8	0	.3	.3	.....
6.3 Stationery & Office Supplies	2.5	0	.8	.6	.....
6.4 Postage	3.	.3	.7	.5	.....
6.5 Utilities	2.5	1.	1.4	1.1	.....
6.6 Telephone and Telegraph	1.	.2	.6	.5	.....
6.7 Insurance	7.3	2.	3.5	3.	.....
6.8 Interest	4.6	0	.8	.1	.....
6.9 Taxes, Fees, Licenses	5.	0	2.	1.8	.....
6.10 Rent	1.3	0	.1	0	.....
Total General & Administrative Expense	40.8	10.5	21.3	19.4	
Miscellaneous Expense					
7.1 Camp Store	4.	0	1.5	1.2	.....
7.2 Scholarships	2.8	0	1.2	1.2	.....
7.3 Laundry	5.	0	1.6	1.5	.....
7.4a Camp-owned autos, trucks & buses	8.	.7	3.2	3.	.....
7.4b Hired autos, trucks & buses	2.	0	.3	0	.....
Total Miscellaneous Expense	13.	3.	7.8	7.8	
Recapitulation					
Total Income	100.	100.	100.	100.	
Total Expense	103.2	86.7	97.5	100.	
Excess of Income over Expenses	13.3	- 3.2	2.5	0	

Camp Income and Expense Survey

All Agency Camps Participating

PERCENT OF TOTAL INCOME RECEIVED

Item	High	Low	Average	Median	Your Camp
1.1 Tuition Fees	95.	66.	83.	88.	.....
1.2 Camp Store	12.	1.	5.	1.9	.....
1.3 Special Activity Fees	2.2	0	1.1	1.	.....
1.4 Laundry Charges	0	0	0	0	.....
1.5 Community Fund or Sponsoring Agency	10.	0	3.6	.9	.....
1.6 Other Income	22.	0	7.3	0	.....
Total Income	100.	100.	100.	100.	

PERCENT OF TOTAL INCOME SPENT

Item	High	Low	Average	Median	Your Camp
Feeding Expense					
2.1 Kitchen & Dining Room Salaries	8.	3.	5.	4.	.....
2.2 Kitchen & Dining Room Supplies	2.	1.	1.6	1.9	.....
2.3 Food	42.5	19.8	31.8	33.	.....
Total Feeding Expense	51.5	24.7	38.4	39.	
Program Expense					
3.1a Counselor & Program Staff Salaries	14.	11.	12.	11.1	.....
3.1b Infirmary Salaries	1.	.5	.7	.5	.....
3.2 Program Supplies	3.4	.5	1.6	1.	.....
3.3 Infirmary Supplies	1.	.4	.6	.5	.....
3.4 Special Activities	.9	0	.3	0	.....
Total Program Expense	17.	12.5	15.2	16.3	
Property Expense					
4.1 Caretaker & Maintenance Staff Salaries	12.	2.	7.8	9.4	.....
4.2 Depreciation on Buildings & Equipment	14.9	0	6.3	4.	.....
4.3 Repairs & Maintenance on Buildings & Equipment	11.	4.	6.9	5.8	.....
4.4 Sanitation Supplies	4.	.5	1.8	1.	.....
Total Property Expense	34 1	14.	22.9	20.5	
Enrollment Expense					
5.1 Advertising	0	0	0	0	.....
5.2 Printed Promotion	3.	0	1.3	1.	.....
5.3 Public Relations	0	0	0	0	.....
5.4 Travel	4.	0	1.3	0	.....
5.5 Commissions Paid	0	0	0	0	.....
Total Enrollment Expense	7.	0	2.7	1.	
General & Administrative Expense					
6.1a Director's or owner's salary	5.	0	2.3	2.	.....
6.1b Office staff salaries	5.	1.	2.7	2.	.....
6.2 Professional Fees	.3	0	.1	0	.....
6.3 Stationery & Office Supplies	1.	0	.6	.7	.....
6.4 Postage	3.	.5	1.5	1.	.....
6.5 Utilities	2.	1.	1.7	2.	.....
6.6 Telephone and Telegraph	1.	.5	.7	.5	.....
6.7 Insurance	7.3	2.	4.1	3.	.....
6.8 Interest	.1	0	0	0	.....
6.9 Taxes, Fees, Licenses	1.	0	.6	.7	.....
6.10 Rent	0	0	0	0	.....
Total General & Administrative Expense	19.1	10.5	14.2	13.	
Miscellaneous Expense					
7.1 Camp Store	4.	0	2.	1.9	.....
7.2 Scholarships	1.4	0	.8	1.	.....
7.3 Laundry	1.4	0	.8	1.	.....
7.4a Camp-owned autos, trucks & buses	4.	.7	2.9	4.	.....
7.4b Hired autos, trucks & buses	.7	0	.2	0	.....
Total Miscellaneous Expense	10.	4.	6.7	6.1	
Recapitulation					
Total Income	100.	100.	100.	100.	
Total Expense	100.3	100.	100.1	100.	.....
Excess of Income over Expenses	0	- .3	- .1	0	

Camp Income and Expense Survey

All Private Camps Participating

PERCENT OF TOTAL INCOME RECEIVED

Item	High	Low	Average	Median	Your Camp
1.1 Tuition Fees	98.	88.	94.	96.	.....
1.2 Camp Store	4.	0	1.5	.8	.....
1.3 Special Activity Fees	8.	0	3.	3.	.....
1.4 Laundry Charges	2.2	0	.5	0	.....
1.5 Community Fund or Sponsoring Agency	0	0	0	0	.....
1.6 Other Income	3.	0	.9	.5	.....
Total Income	100.	100.	100.	100.	

PERCENT OF TOTAL INCOME SPENT

Item	High	Low	Average	Median	Your Camp
Feeding Expense					
2.1 Kitchen & Dining Room Salaries	6.4	3	4.7	4.4	.....
2.2 Kitchen & Dining Room Supplies	2.	0	1.4	1.	.....
2.3 Food	19.5	15.5	17.5	17.	.....
Total Feeding Expense	25.	20.3	23.4	24.	
Program Expense					
3.1a Counselor & Program Staff Salaries	30.	10.3	16.2	13.5	.....
3.1b Infirmary Salaries	1.7	.3	.8	.7	.....
3.2 Program Supplies	2.	.5	.9	1.	.....
3.3 Infirmary Supplies	.7	.1	.4	.3	.....
3.4 Special Activities	7.2	.5	3.9	4.	.....
Total Program Expense	35.5	14.8	22.5	20.1	
Property Expense					
4.1 Caretaker & Maintenance Staff Salaries	6.5	2.	3.7	3.5	.....
4.2 Depreciation on Buildings & Equipment	8.	2.5	5.	4.	.....
4.3 Repairs & Maintenance on Buildings & Equipment	5.	2.	3.6	4.	.....
4.4 Sanitation Supplies	2.	.2	1.	1.	.....
Total Property Expense	16.	10.	13.3	13.	
Enrollment Expense					
5.1 Advertising	2.	0	.8	.9	.....
5.2 Printed Promotion	1.8	.3	1.1	1.	.....
5.3 Public Relations	1.	0	.4	.5	.....
5.4 Travel	2.	.5	1.2	1.	.....
5.5 Commissions Paid	4.6	0	1.5	1.	.....
Total Enrollment Expense	7.1	2.	4.7	4.6	
General & Administrative Expense					
6.1a Director's or owner's salary	29.3	3.6	11.1	9.	.....
6.1b Office staff salaries	7.	0	2.4	2.	.....
6.2 Professional Fees	.8	0	.4	.5	.....
6.3 Stationery & Office Supplies	.7	.3	.5	.5	.....
6.4 Postage	2.5	.3	.9	.5	.....
6.5 Utilities	2.5	1.	1.2	1.	.....
6.6 Telephone and Telegraph	1.	.2	.5	.5	.....
6.7 Insurance	4.5	2.5	3.3	3.	.....
6.8 Interest	4.6	0	1.1	.1	.....
6.9 Taxes, Fees, Licenses	5.	1.2	2.7	2.5	.....
6.10 Rent	1.3	0	.2	0	.....
Total General & Administrative Expense	40.7	17.8	24.4	22.3	
Miscellaneous Expense					
7.1 Camp Store	4.	0	1.4	.5	.....
7.2 Scholarships	2.8	0	1.4	1.5	.....
7.3 Laundry	5.	0	2.	1.5	.....
7.4a Camp-owned autos, trucks & buses	8.	1.5	3.4	3.	.....
7.4b Hired autos, trucks & buses	2.	0	.3	0	.....
Total Miscellaneous Expense	13.	3.	8.3	8.5	
Recapitulation					
Total Income	100.	100.	100.	100.	.....
Total Expense	103.2	86.7	96.4	97.	.....
Excess of Income over Expenses	13.3	- 3.2	3.6	3.	

Camp Income and Expense Survey

Participating Camps Located in the Northeast

PERCENT OF TOTAL INCOME RECEIVED

Item	High	Low	Average	Median	Your Camp
1.1 Tuition Fees	98.	66.	86.8	91.5	.....
1.2 Camp Store	12.	0	4.5	3.	.....
1.3 Special Activity Fees	4.	0	1.6	1.1	.....
1.4 Laundry Charges	1.	0	.3	0	.....
1.5 Community Fund or Sponsoring Agency	.9	0	.2	0	.....
1.6 Other Income	22.	0	6.8	2.5	.....
Total Income	100.	100.	100.	100.	

PERCENT OF TOTAL INCOME SPENT

Item	High	Low	Average	Median	Your Camp
Feeding Expense					
2.1 Kitchen & Dining Room Salaries	5.	3.	4.	4.	.....
2.2 Kitchen & Dining Room Supplies	2.	1.	1.7	2.	.....
2.3 Food	33.	17.	22.2	19.4	.....
Total Feeding Expense	39.	24.	27.9	24.4	
Program Expense					
3.1a Counselor & Program Staff Salaries	22.	10.3	14.4	12.6	.....
3.1b Infirmary Salaries	1.7	.5	1.	.9	.....
3.2 Program Supplies	3.4	1.	1.9	1.5	.....
3.3 Infirmary Supplies	1.	.3	.5	.4	.....
3.4 Special Activities	4.	0	1.4	.7	.....
Total Program Expense	28.	14.8	19.	16.7	
Property Expense					
4.1 Caretaker & Maintenance Staff Salaries	9.4	2.	4.1	2.5	.....
4.2 Depreciation on Buildings & Equipment	14.9	0	5.4	3.3	.....
4.3 Repairs & Maintenance on Buildings & Equipment	11.	4.	6.5	5.4	.....
4.4 Sanitation Supplies	4.	.5	1.6	1.	.....
Total Property Expense	34.1	10.	17.5	13.	
Enrollment Expense					
5.1 Advertising	1.	0	.4	.3	.....
5.2 Printed Promotion	3.	0	1.1	.7	.....
5.3 Public Relations	.5	0	.2	.2	.....
5.4 Travel	4.	0	1.6	1.3	.....
5.5 Commissions Paid	1.	0	.3	0	.....
Total Enrollment Expense	7.	0	3.5	3.5	
General & Administrative Expense					
6.1a Director's or owner's salary	29.3	0	10.4	6.	.....
6.1b Office staff salaries	5.	1.	2.5	2.	.....
6.2 Professional Fees	.5	0	.3	.4	.....
6.3 Stationery & Office Supplies	.7	0	.4	.5	.....
6.4 Postage	3.	.3	1.1	.5	.....
6.5 Utilities	2.	1.	1.3	1.	.....
6.6 Telephone and Telegraph	1.	.5	.8	.5	.....
6.7 Insurance	7.3	2.	4.8	3.5	.....
6.8 Interest	1.	0	.3	.1	.....
6.9 Taxes, Fees, Licenses	2.5	.7	1.4	1.3	.....
6.10 Rent	1.3	0	.3	0	.....
Total General & Administrative Expense	40.8	13.	22.7	18.6	
Miscellaneous Expense					
7.1 Camp Store	4.	.5	2.6	3.	.....
7.2 Scholarships	2.8	1.	1.8	1.7	.....
7.3 Laundry	1.7	1.	1.3	1.2	.....
7.4a Camp-owned autos, trucks & buses	4.	.7	2.3	2.3	.....
7.4b Hired autos, trucks & buses	2.	0	.7	.4	.....
Total Miscellaneous Expense	10.	6.1	8.7	9.3	.....
Recapitulation					
Total Income	100.	100.	100.	100.	.....
Total Expense	100.3	97.	99.3	100.	.....
Excess of Income over Expenses	3.	- .3	.7	0	

Camp Income and Expense Survey

Participating Camps Located in the Midwest

PERCENT OF TOTAL INCOME RECEIVED

Item	High	Low	Average	Median	Your Camp
1.1 Tuition Fees	96.	88.	92.	92.	.....
1.2 Camp Store	1.	.5	.8	.8	.....
1.3 Special Activity Fees	5.	1.	3.	3.	.....
1.4 Laundry Charges	2.2	0	.7	0	.....
1.5 Community Fund or Sponsoring Agency	10.	0	3.3	0	.....
1.6 Other Income	.5	0	.2	0	.....
Total Income	100.	100.	100.	100.	

PERCENT OF TOTAL INCOME SPENT

Item	High	Low	Average	Median	Your Camp
Feeding Expense					
2.1 Kitchen & Dining Room Salaries	8.	4.4	6.3	6.4	.....
2.2 Kitchen & Dining Room Supplies	2.	1.	1.3	1.	.....
2.3 Food	42.5	15.5	24.6	15.8	.....
Total Feeding Expense	51.5	21.	32.2	24.2	.....
Program Expense					
3.1a Counselor & Program Staff Salaries	15.	11.	12.4	11.3	.....
3.1b Infirmary Salaries	.5	.5	.5	.5	.....
3.2 Program Supplies	1.5	.5	1.	1.	.....
3.3 Infirmary Supplies	.7	.5	.6	.5	.....
3.4 Special Activities	4.2	0	2.7	4.	.....
Total Program Expense	21.5	12.5	17.2	17.7	.....
Property Expense					
4.1 Caretaker & Maintenance Staff Salaries	12.	2	5.9	3.7	.....
4.2 Depreciation on Buildings & Equipment	8.	4.	6.7	8.	.....
4.3 Repairs & Maintenance on Buildings & Equipment	5.	2.	3.7	4.	.....
4.4 Sanitation Supplies	2.	.5	1.2	1.	.....
Total Property Expense	20.5	15.7	17.4	16.	
Enrollment Expense					
5.1 Advertising	2.	0	1.	1.	.....
5.2 Printed Promotion	1.5	.5	1.	1.	.....
5.3 Public Relations	1.	0	.5	.5	.....
5.4 Travel	1.	0	.6	.7	.....
5.5 Commissions Paid	2.7	0	.9	0	.....
Total Enrollment Expense	6.9	[illegible]	4.	4.	
General & Administrative Expense					
6.1a Director's or owner's salary	14.5	2.	8.5	9.	.....
6.1b Office staff salaries	1.	0	.7	1.	.....
6.2 Professional Fees	.1	0	0	0	.....
6.3 Stationery & Office Supplies	1.	1.	1.	1.	.....
6.4 Postage	1.	.5	.7	.5	.....
6.5 Utilities	2.	1.	1.3	1.	.....
6.6 Telephone and Telegraph	.5	.2	.4	.5	.....
6.7 Insurance	4.	2.5	3.2	3.	.....
6.8 Interest	2.	0	.7	0	.....
6.9 Taxes, Fees, Licenses	5.	0	2.7	3.	.....
6.10 Rent	0	0	0	0	
Total General & Administrative Expense	24.5	10.5	19.1	22.2	
Miscellaneous Expense					
7.1 Camp Store	2.	0	.8	.5	.....
7.2 Scholarships	1.5	0	.8	1.	.....
7.3 Laundry	3.	0	1.5	1.5	.....
7.4a Camp-owned autos, trucks & buses	8.	2.	4.7	4.	.....
7.4b Hired autos, trucks & buses	.1	0	0	0	.....
Total Miscellaneous Expense	13.	4.	7.9	6.6	
Recapitulation					
Total Income	100.	100.	100.	100.	.....
Total Expense	100.	93.4	97.8	100.	.....
Excess of Income over Expenses	6.6	0	2.2	0	

Camp Income and Expense Survey

Participating Camps Located in the South

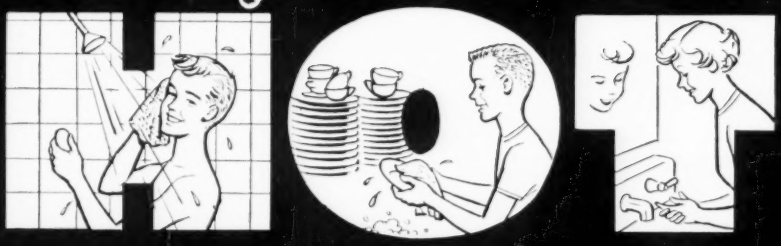
PERCENT OF TOTAL INCOME RECEIVED

Item	High	Low	Average	Median	Your Camp
1.1 Tuition Fees	97.	91.	94.8	96.3	.....
1.2 Camp Store	3.7	.7	1.8	1.	.....
1.3 Special Activity Fees	8.	0	3.	1.	.....
1.4 Laundry Charges	.5	0	.2	0	.....
1.5 Community Fund or Sponsoring Agency	0	0	0	0	.....
1.6 Other Income	1.	0	.3	0	.....
Total Income	100.	100.	100.	100.	

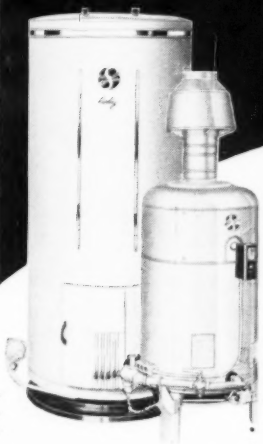
PERCENT OF TOTAL INCOME SPENT

Item					
Feeding Expense					
2.1 Kitchen & Dining Room Salaries	5.5	3.6	4.4	4.	.....
2.2 Kitchen & Dining Room Supplies	2.	0	.7	.1	.....
2.3 Food	19.5	16.6	18.4	19.	.....
Total Feeding Expense	25.	20.3	23.4	25.	
Program Expense					
3.1a Counselor & Program Staff Salaries	30.	11.	18.2	13.5	.....
3.1b Infirmary Salaries	1.5	.3	.9	.8	.....
3.2 Program Supplies	1.	.7	.9	.9	.....
3.3 Infirmary Supplies	.6	.1	.3	.3	.....
3.4 Special Activities	7.2	2.8	4.8	4.5	.....
Total Program Expense	35.5	19.6	25.1	20.1	
Property Expense					
4.1 Caretaker & Maintenance Staff Salaries	6.5	3.5	5.	5.	.....
4.2 Depreciation on Buildings & Equipment	5.	3.5	4.2	4.	.....
4.3 Repairs & Maintenance on Buildings & Equipment	4.5	2.	3.2	3.	.....
4.4 Sanitation Supplies	1.	.2	.7	1.	.....
Total Property Expense	14.5	11.7	13.1	13.	
Enrollment Expense					
5.1 Advertising	.9	0	.3	0	.....
5.2 Printed Promotion	1.8	1.	1.4	1.5	.....
5.3 Public Relations	.5	0	.2	0	.....
5.4 Travel	2.	.5	1.3	1.5	.....
5.5 Commissions Paid	4.6	1.	2.3	1.4	.....
Total Enrollment Expense	7.1	3.	4.9	4.6	
General & Administrative Expense					
6.1a Director's or owner's salary	9.	3.6	6.	5.5	.....
6.1b Office staff salaries	7.	2.	4.2	3.5	.....
6.2 Professional Fees	.8	.3	.6	.7	.....
6.3 Stationery & Office Supplies	2.5	.3	1.1	.4	.....
6.4 Postage	.7	.4	.6	.6	.....
6.5 Utilities	2.5	1.1	1.7	1.5	.....
6.6 Telephone and Telegraph	.5	.4	.4	.4	.....
6.7 Insurance	3.4	2.9	3.1	3.	.....
6.8 Interest	4.6	0	1.6	.1	.....
6.9 Taxes, Fees, Licenses	3.5	1.2	2.2	2.	.....
6.10 Rent	0	0	0	0	.....
Total General & Administrative Expense	27.4	17.8	21.6	19.7	
Miscellaneous Expense					
7.1 Camp Store	2.5	0	.8	0	.....
7.2 Scholarships	2.7	0	.9	0	.....
7.3 Laundry	5.	0	2.2	1.5	.....
7.4a Camp-owned autos, trucks & buses	3.5	2	2.8	3.	.....
7.4b Hired autos, trucks & buses	0	0	0	0	.....
Total Miscellaneous Expense	10.2	3.	6.7	7.	
Recapitulation					
Total Income	100.	100.	100.	100.	.....
Total Expense	103.2	86.7	94.8	94.6	.....
Excess of Income over Expenses	13.3	- 3.2	5.2	5.4	

CAMP SANITATION REQUIRES PLENTY OF



HOT WATER



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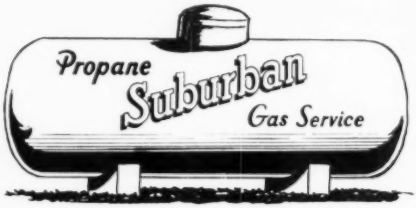

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Camp Business Management

By Lewis C. Reimann

Duties of the Staff

The size and makeup of a camp business staff will, of course, depend upon the number of campers and counseling personnel. Its duties are those that involve business transactions: buying supplies and food, dispensing supplies, keeping financial records, maintaining camp buildings, grounds, and equipment, and supervising and maintaining camp vehicles.

In small camps the director may assume some of these duties. But his primary responsibility should always be that of directing the activities of the camp through his counselors and of being available at all times to campers and members of his staff. Directors often become so involved in business and maintenance details that they neglect their real function.

Large camps require an experienced business manager. His duties include providing and supervising the material necessities. He should have a working knowledge of bookkeeping, property management, buying of supplies and equipment, and handling of employees.

In agency camps, the business manager may be a full-time employee of the agency. He will be familiar with the business details of the camp: receiving tuition payments, managing the camp property, purchasing for the camp before the season opens, and doing or supervising the bookkeeping.

In some camps, the business managership may be only a summer job. In this case, the director will give his manager a detailed briefing on the methods, duties and responsibilities.

The competent business manager will be able to supervise the food service personnel and the dietitian if there is one, the caretaker, the maintenance crew, the truck driver, and the secretary.

The camp committee or director should have written job descriptions for the business manager and the other service personnel. These descriptions should be presented to the employees and accepted by them at the time of employment. Employer and employee should come to an agreement as to salary, time of payments, withholding tax, social security deductions and other matters pertaining to employment.

The business manager should be responsible to the director only, not to the camp committee or others. All suggestions and complaints involving business affairs of the camp should be made directly to the manager, who may take them to the director. The service personnel should be directly responsible to the manager. No counselor, staff member, or camper should be permitted to make complaints to these employees. Recommendations and criticism from campers and staff should be channeled through the director. A sharp line of duties and responsibilities should be drawn between all members of the staff to avoid friction and discontent.

The manager will purchase food, supplies, and equipment after consultation with the dietitian and cook, or with the caretaker. Requests for supplies and equipment from the counselor staff should have the approval of the director. A requisition system whereby staff members can make requests for supplies and equipment may be used. No purchases of camp supplies or equipment should be made by any other member of the staff.

The business office staff should receive, record, and give receipts for tuition payments, deposits of money by campers and staff, and other payments to the camp.

The manager will set up and supervise the camp store or "tuck" shop, where supplies, candy, pennants, and the like are sold.

The manager will supervise the truck driver in his routine trips to town for

supplies, trips bearing campers to outpost camp sites, places of interest, into town, and so on. The truck driver is responsible for the maintenance of the truck or bus.

The caretaker in a large camp should have assistants during the summer season. He should be responsible for the preparation of the camp and for repairs, maintenance, care of boats and canoes, tools, etc. He should be an all-round handyman who can do electric repair, plumbing, painting, roofing, and any other work that does not require high skill. If he lives at camp throughout the year, he can help with building construction, road maintenance and repair, waterfront improvement and other work. His work during the summer will be supervised by the manager in a large camp, or by the director in a small camp. He should be responsible to only one person. Any staff member's request for work to be done by the caretaker should be approved by his supervisor.

Where teen-agers are employed, the director or business manager should become familiar with the labor laws of his state. These laws differ from state to state. More and more states are enacting stringent laws governing the employment of minors. Many states also have laws regulating labor conditions for adults employed in summer camps. These concern the hours of work, minimum wages, sleeping and living facilities, discriminatory employment practices, and other such matters. A copy of the state labor laws can be secured from the state labor commission or from the secretary of state.

Value of Good Practice

In camping, as in other pursuits, financial responsibility is a must. Contracts and financial commitments must be met. Agreements must be carried out. The financial reliability of one camp affects the credit of all. Camping, like any other business, must be conducted on a sound basis.

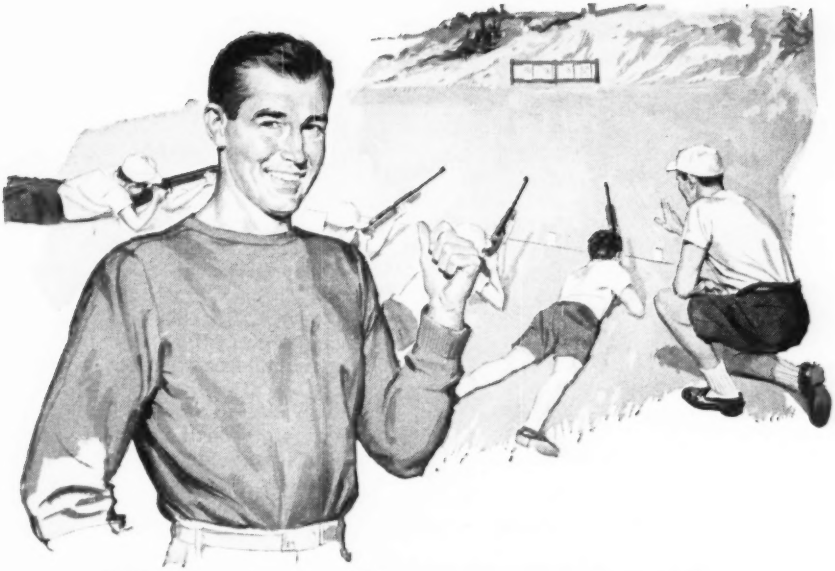
When money is borrowed to finance land purchase, construction of buildings, or purchase of equipment, written agreements or contracts should be made specifying the amounts to be paid on certain definite dates, and the rate of interest to be paid on the balance. These commitments should be met when due, or else new arrangements should be made with the creditor.

Many camps arrange for the purchase of food, supplies, and operating equipment on credit. Agencies which depend upon private gifts or community fund appropriations will, of necessity, have to have good credit ratings. Private operators will need money for promotion, printing, travel, postage, telephone, etc. If funds are in hand, the bills for these expenditures should be paid promptly to insure further credit. Camps dependent upon enrollment and tuition fees may be able to secure extended credit at banks upon showing their progress in enrollments. If a private camp director lacks sufficient funds to carry his expenses until the bulk of his tuitions is paid in May, June, or July, he may be able to make a bank loan.

Prompt payment of bank loans on the due date gives the borrower good credit rating with the bank. Whenever possible, loans should be paid before the due date to cut down interest charges and to establish reliability at the bank.

If the camp depends on tuition income to retire loans each year, it is advisable that as large a payment as possible be made each year, even though this may leave only a small balance in the checking account. The operator who keeps a good credit line will usually be able to make small loans at the bank to carry him through the winter and spring and until tuition payments come in.

Bills for food and equipment used during the operating season should be paid promptly each week. If it is impossible to meet these bills promptly, arrangements should be made with the suppliers to secure credit and make payment at a later date. In the local com-



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City _____ State _____

munity or town, all bills should be paid in full to the end of the season before the director leaves for home. This policy will yield benefits in years when income is not large and an extension of credit with local merchants is needed. Local business people will give credit in slack times, if a prompt payment policy has been practiced by the camp in previous years.

Salaries

The salaries of staff members should be paid in full at the close of the season and before the employees leave camp. This policy will make it easier to engage staff members for the following season.

Statements for payments due should be detailed carefully and mailed to parents at the close of the season, to be ready if parents pick up their children. Prompt collection of all outstanding tuition and camper expenditures is only good business practice. The experience of directors in the collection of such payments has by and large been very satisfactory. Losses have been few and exceptional. Tactful handling of due accounts will bring satisfactory results.

Some camps have entered into centralized buying arrangements with other camps in the purchase of food and equipment. In some areas this has meant savings. However, most camp directors prefer to go it alone.

The director should make a list of his needs, including the quantity and quality of food and supplies, and submit this list to several suppliers for bids. The firms which exhibit their wares at the many camp conferences and conventions should be given the list for bids. Great care must be taken in investigating the quality of the goods offered, such as the syrup content of canned goods, and the durability of equipment. Careful comparisons should be made before placing an order. Only reputable firms should be patronized. Products of cut-rate houses need to be scrutinized with special care before purchase is made. Some food suppliers include freight delivery costs in their prices, others do not. Many will make free truck deliveries for large quantities. If f.o.b. prices at the wholesale place are quoted, the cost of freight and truck delivery from the local freight depot to the camp must be added.

An agreement should be made in advance with the supplier of canned goods that he will accept the return of unbroken cases. The buyer should be conservative in making up his order for the summer. He might well order enough for one-half or three-fourths of the season and later, after taking inventory, order for shorter periods ahead.

Before ordering for the season, the camp cook or dietitian should be consulted on what foods and what quantities he or she can best use. Not all cooks or dietitians cook alike. Some prefer a certain kind of food and will use other kinds sparingly, leaving an unused supply of them on hand at the close of camp.

Some camps carry a supply of canned and dry food over into the next season, storing it in a dry, frost-proof place. An inventory of such food should be kept and referred to before ordering.

An inventory of the equipment held over to the next year should also be made at the close of each season. With this inventory in hand, the director can estimate his needs for tools, boats, canoes, riding equipment, riflery, maintenance supplies, etc. The same care must be exercised in purchasing equipment as is used in buying food.

Equipment and Supplies

During the camping season all purchases of equipment, camper supplies, and other items, except routine food purchases should be made on a requisition basis. Requests for the purchase of such supplies should be on a signed requisition form and should be submitted to the camp director or the business manager, as previously arranged between them, for approval or rejection in writing. The director or the business manager will be in a position to know whether the requested item is necessary or desirable, whether it is already available in the camp, and whether a substitute can or should be used. Items for which requisitions have been signed and

Camp Business Management

approved are then purchased by the camp buyer.

Food supplies that are required daily, such as bread, milk, and meat, should be arranged for, on a competitive basis, if possible, with local suppliers. Contracts for these items should be made far ahead of season after quality and price have been agreed on. Delivery to the camp by the supplier will assure arrival on schedule and eliminate much time on the road by the camp's truck driver.

At the end of the season the director will request his staff to gather the camp equipment for winter storage and take an inventory. The same applies to leftover food supplies. Broken cases of nonperishable food can be either stored for the next season or sold to local food stores at cost or less. Odd lots of food may be sold, given to neighbors of the camp or taken to the home agency or the director's home. If the camp is used after season, the food may be used up then.

Completing Records

After all bills are paid and tuitions collected, the business manager or auditor will complete his financial records for a report to the camp committee or to the director. The records should contain itemized lists and total of fees and other income, tuitions and other charges to parents still outstanding, an inventory and value of the leftover food and supplies—all cost itemized and a balance struck, showing profit or loss for the operating season.

If the director or business manager is not experienced or trained in bookkeeping, a public accountant or experienced bookkeeper should be engaged to set up the bookkeeping system. The cost of such service is small compared with its convenience and accuracy. Yearly federal, state, and local income tax returns are simplified by a good bookkeeping system.

—This material is presented with the publishers' permission from chapters 13 and 14 of The Successful Camp, by Lewis C. Reimann. Published in 1958 by the University of Michigan Press, Ann Arbor, Mich.

memo to: OUR CAMP ADVERTISERS

thanks for writing this ad for us.
Parents' Magazine

Our advertising in Parents' Magazine brought 17 direct inquiries and 3 direct enrollments. One of these enrollments was from a mother who was (our) camper thirty-five years ago!
—Girls' Camp, Maine

Thanks once again for your interest and cooperation. Bureau leads resulted in 4 enrollments, our advertising in 9 inquiries and 3 enrollments.
—Boys' and Girls' Camp, New York

Service Bureau prospects resulted in 2 enrollments; our advertising 41 inquiries, 12 direct enrollments. Thank you for your referrals. You are our medium for advertising.
—Boys' Ranch, New York

Bureau referrals resulted in 2 enrollments. Advertising in Parents' Magazine brought 4 direct enrollments.
—Boys' Camp, Lake Michigan

Our advertising in Parents' Magazine brought us 38 direct inquiries and 4 enrollments.
—Girls' Camp, Colorado

22 direct inquiries and 3 direct enrollments are traceable to our 1957 advertising in Parents' Magazine.
—Girls' Camp, North Carolina

For 24 consecutive years, Parents' Magazine has carried more camp advertisers than any other national magazine.
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Insurance Guide for Camps

This insurance "guide" is intended to apprize Camp Directors of the various types of protection available, with brief descriptions of coverages afforded under each. There are exclusions in every policy, as well as coverages, in addition to those described. These exclusions particularly should be discussed thoroughly with your Insurance Counsel, prior to the purchase of any policy.

Camp Directors should also check with their insurance brokers on the new, "all-inclusive" camp insurance plans recently made available.

No effort is made here to list types of insurance in order of their importance. The value of one kind of protection against another depends on the particular situation of each camp involved. In some states, for instance, laws prohibit suit against a non-profit organization and, in such states non-profit church camps would have limited need for Comprehensive Liability Coverage. Therefore, we have attempted to acquaint the camp director with the names of the various types of insurance available to him together with a resume of the coverage under each type and special considerations which differentiate specialized camp insurance from other types of business operations.

On the chart following appear types of insurance which are generally regarded as being of primary importance and are those which are more frequently felt necessary by the camp. Several other types of coverage which are not of primary importance but which are also available are:

Inn-keepers Legal Liability — Some state laws classify camps in a category with Hotels and Inns. This policy covers the Camps' Liability under the law for the property of guests. Your attorney should determine your responsibility in your own state.

Money & Security Policy or Bond — Covers the loss of money from all risks, including dishonesty of employees.

Personal Effects Policy on Campers— Covers all loss of property of campers while at camp. Sometimes the camp feels a moral obligation to purchase on behalf of the campers individual Personal Effects Floater Policies to cover loss or damage to property or equipment which the camper might bring to camp. However, normally the type of loss which a camper has at camp is covered by insurance carried by parents.

Boiler Insurance—Covering the risk of explosion of pressure vessels. Usually covers the replacement of the value of the boiler at the time of loss and also the damage to other camp property resulting from the explosion.

Non-occupational Disability Coverage (DBL)—This Insurance is compulsory for most camps located in the states of N. Y., Calif., N. J. and R. I. It pays benefits for time lost through non-occupational accidents and sickness.

Ice and Snow Collapse Insurance — Protects the camp against loss resulting from the collapse of buildings due to the action of ice and snow.

Special care should be taken by every camp operator to determine, prior to the purchase of an insurance policy, whether the company in which the policy is written is reputable and legally qualified to transact business in the state in which the camp is located.

Based on material prepared by Higham, Neilson, Whitridge and Reid, Inc.

Special

CAMP INSURANCE CHART

begins on

page 31

DO I NOW HAVE THE MOST ECONOMICAL COVERAGE?

CAN MY LOCAL BROKER PLACE MY BUSINESS?

HOW SOON ARE BENEFITS PAID?

WHAT'S THE LATEST IN CAMPERS MEDICAL EXPENSE PROTECTION?

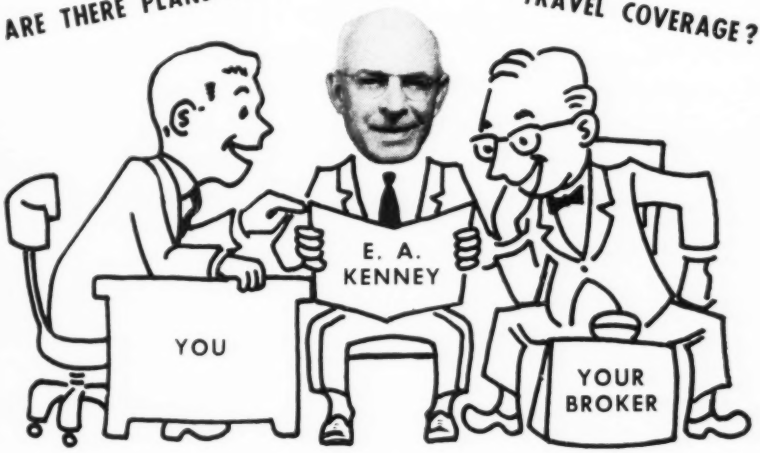
WHAT ABOUT FEE-REFUND?

ARE DREAD DISEASES COVERED?

WHY NOT COMPARE PLANS?

ARE THERE PLANS TO FIT MY OWN CAMP'S NEEDS?

TRAVEL COVERAGE?



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After more than 25 years experience in pioneering campers medical expense and fee-refund plans . . . Mr. Edward A. Kenney of Educators is well qualified to answer your questions . . . work cooperatively through your local agent or broker. Why not check Educators plans now? Write, wire or phone—

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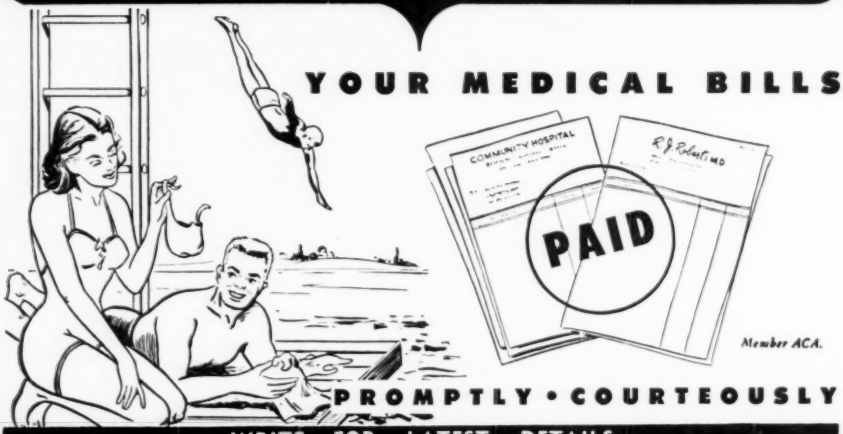

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VERMONT ACCIDENT INSURANCE COMPANY – the PIONEERS of CAMPING INSURANCE, provide coverage which includes:

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- Dismemberment
- Accidental Death
- Tuition Refund
- Medical Reimbursement

THERE IS NONE MORE COMPLETE, NONE FINER.

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VERMONT ACCIDENT INSURANCE COMPANY

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Members American Camping Association

Types of Insurance

FIRE PROPERTY DAMAGE

PROTECTION

Destruction or damage of property by fire and lightning.

PREMIUM BASIS

Construction and occupancy of buildings
Value of buildings and contents
Term of policy

SPECIAL CONSIDERATIONS FOR CAMPS

Two bases of coverage normally used:

1. Policy insuring all property for one blanket amount.
2. Policy listing all buildings and contents by individual valuation.

Plan best suited to camp risk must be determined by insurance counsel.

EXTENDED COVERAGE

PROTECTION

Destruction or damage of property by wind-storm, hail, explosion (other than steam boiler), riot, civil commotion, automobile and aircraft damage, smudge damage, vandalism, malicious mischief.

PREMIUM BASIS

Same as Fire Property Damage

SPECIAL CONSIDERATIONS FOR CAMPS

Written as endorsement to Fire policy. Deductible applied to windstorm losses in certain sections of the country.

FIRE USE AND OCCUPANCY
(Business Interruption)

PROTECTION

Property damage Fire Insurance covers direct physical loss. Use and Occupancy insures loss of earnings caused by being unable to use property as a result of its destruction or damage by fire and lightning. (Extended Coverage available to cover additional perils of destruction or damage as per explanation of perils above.)

PREMIUM BASIS

Fire insurance rate of buildings
Amount of earnings to be insured

SPECIAL CONSIDERATIONS FOR CAMPS

Policies may be written in most states on a special basis to cover the concentrated period of income earnings peculiar to camp operation.

COMPREHENSIVE LIABILITY

PROTECTION

Protects camp for its legal liability for injury or sickness of campers and public and damage to property of others arising out of its operation.

PREMIUM BASIS

Number of campers
Number of days camp operates
Number of canoes, boats, saddle animals, nurses or doctors
Individual camp's experience

SPECIAL CONSIDERATIONS FOR CAMPS

Liability should always be written on a *Comprehensive* form to cover automatically *all* operations and exposures.

AUTOMOBILE AND TRUCK LIABILITY INSURANCE

(Although the complete coverage for ownership and use of vehicles can be included in Comprehensive Liability policy, separate insurance is also available.)

PROTECTION

Protects the legal liability of the camp for injury to public (including campers) and for damage to property of others resulting from ownership, use, or hire of motor vehicles.

PREMIUM BASIS

Description and use of each vehicle
Cost of hire of vehicles
Number of employees

SPECIAL CONSIDERATIONS FOR CAMPS

Special extension of normal Automobile policy required. Return premium granted for periods of storage.

AUTOMOBILE AND TRUCK DIRECT DAMAGE

PROTECTION

Protects camp for loss due to damage of owned vehicles from essentially all causes including collision.

PREMIUM BASIS

Description and use of each vehicle
Amount of deductible on collision portion

Types of Insurance

SPECIAL CONSIDERATIONS FOR CAMPS
Same as above.

WORKMEN'S COMPENSATION
(Compulsory in most states)

PROTECTION
Covers liability under State Laws for payment of lost time and medical expense for employees injured while performing their duties.

PREMIUM BASIS
Amount of payroll
Policy issued on estimate, subject to audit at expiration
In some states individual camp's experience affects rating

SPECIAL CONSIDERATIONS FOR CAMPS
Because camps often are located in states other than the resident states of the employees or owners, every policy should be written to cover the camp's liability under the laws of all states permitting private insurance.

SPECIAL CAMP FLOATER

PROTECTION
Protects camp against loss by Fire or Lightning, those perils enumerated under Extended Coverage above, theft, and damage while in transit to property such as boats and camp equipment not normally in any specific building or location.

PREMIUM BASIS
Fire Insurance rate plus small loading for other perils

SPECIAL CONSIDERATIONS FOR CAMPS
Advantageous particularly for camps with extensive trip activities.

THEFT INSURANCE

PROTECTION
Covers loss by theft of camp property.

PREMIUM BASIS
Amount of insurance carried
Type of property to be insured

SPECIAL CONSIDERATIONS FOR CAMPS
Policy should not be limited to Burglary which requires both "Visible means of forcible entry" and that the camp be closed for business.

TUITION REFUND INSURANCE
(Known as Camp Contractual Liability or Tuition Fees insurance)

PROTECTION
Indemnifies camp for fees returned because of campers' withdrawals due to accident, illness, epidemic or fear of epidemic.

PREMIUM BASIS
Percentage of total gross fees
Individual camp's experience

SPECIAL CONSIDERATIONS FOR CAMPS
Policy must be flexible to permit tailor-made contract for specific camps.

MEDICAL REIMBURSEMENT
(Known also as Accident and Sickness insurance.)

PROTECTION
Reimbursement to camp or parent for bills made necessary by medical treatment over and above that normally supplied by camp.

PREMIUM BASIS
Number of campers
Number of weeks camp operates
Whether camp is private or agency
Individual camp's experience

SPECIAL CONSIDERATIONS FOR CAMPS
Advantages of voluntary or compulsory (100% participation) plans should be discussed with insurance counsel.

YOUR CAMP INSURANCE

plays a vital part in the success of your camp. Careful study of the authoritative, objective material on these pages will enable you to buy the coverages you need wisely and economically.

Camp Promotion Techniques

The promotion techniques below are listed in order of their effectiveness as rated by a cross section group of camp directors.

WITH CAMPERS

1. Personal visits
2. Camp reunions
3. Personal letters
4. Camp movies
5. Camp newspaper
6. Birthday and special cards
7. Making prospects feel at home
8. Camp folder and/or catalogs
9. Arrange program that meets needs
10. Letters from old campers
11. Phone calls from director
12. Get-acquainted party
13. "T" shirts with camp name
14. Word of mouth promotion
15. Camp experience lives up to camper's logical expectations
16. Having campers line up their friends for next season

WITH PARENTS

1. Personal visits
2. Direct mail
3. Camp movies
4. Camp folder and/or catalogs
5. Camp newspaper
6. Phone calls from director
7. Know parents as well as possible
8. Direct contact between parents and staff
9. Keep up year-round contact
10. Show special interest in each camper
11. Camp reunions

WITH ALUMNI

1. Camp newspaper
2. Personal contact and correspondence
3. Invitations to reunions
4. Invitations to camp during summer
5. Gifts to new babies
6. Encourage friendships through year
7. Camp folder and/or catalogs
8. Use as staff members
9. Maintain contact in college years
10. Letters on special days and events
11. Personal visits

WITH THE HOME COMMUNITY

1. Be active in social and civic groups
2. Work on community projects
3. Use newspaper, radio, and TV
4. Speak to groups and show pictures
5. Work with local youth groups
6. Be a member of ACA Section

WITH THE CAMP COMMUNITY

1. Cooperate in community projects
2. Educate campers and counselors to their responsibility to local community
3. Invite members of community into camp for special occasions
4. Conduct special song services in community
5. Purchase what is available in the community
6. Permit use of camp for community recreation and meetings
7. Belong to local Chamber of Commerce
8. Take part in competitive sports within the community
9. Participate in fairs, rodeos, etc.
10. Hire local personnel
11. Invite several members of community to final banquet
12. Send Christmas cards and/or gifts
13. Carry out improvement work on the physical plant of the camp all year.
14. Have friendly visits with local people
15. Participate in local soil-conservation projects
16. Attend local church occasionally

WITH OTHER CAMP DIRECTORS

1. Be sincerely friendly
2. Show desire and willingness to share experiences
3. Attend ACA and Section meetings
4. Take part in personal meetings and discussions with other directors
5. Take active part in camping workshops
6. Always boost, never knock.

Camp Facility Checklist

I. Ownership

1. Do you have clear title to the property? .....
2. Are there any easements or rights-of-way through the property? .....
3. Are there any unrecorded encroachments or easements on the property?
4. Have the boundaries been surveyed and marked? .....
5. Do you have a surveyors' map or plan of the property? .....

II. Site

1. Are the facilities arranged to serve well their various functions? .....
2. Is the arrangement attractive and pleasing to look at? .....
3. Are all parts of the site being used to good advantage? Are there unused areas which should be developed?
4. Are there unsolved problems of erosion control, forestation, clearing, flood and fire control? .....
5. Are all structures and facilities being used to the best advantage? Are any of these capable of expansion or conversion to additional use such as winter camping?

III. Utilities

A. Roads

1. Are the camp roads passable and in good condition? .....
   Check surface culverts and drainage ditches. Note—driveway should be clear of weeds and surface crowned so that water will run off easily. Ditches should be clear of leaves, rubbish and other obstructions.
2. Are roads wide enough to permit passing or are frequent turnouts provided? .....

B. Parking Area

1. Is it easy to park cars in this area or are there obstructions such as trees and boulders? .....
2. Is the size of the area adequate to accommodate cars and buses that may be expected on visiting days and on the days of campers' arrival and departure? .....
3. Are toilets for men and women visitors nearby? .....

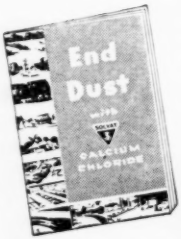
C. Gates and Fences

1. Is there a main gate at the entrance on the public road that can be closed to insure privacy?
2. Is there a secondary gate between the parking area and the service roads to kitchen, storerooms, etc?
3. Is the camp site fenced to define boundaries and to discourage trespassers? .....
4. Are boundaries posted against hunting and trespassing and has the posting been done in accordance with your state laws? .....

D. Electric Lines

1. Is the electric power line on the camp site in good condition? Check poles and wiring. .....

For smooth dustless unpaved areas use SOLVAY CALCIUM CHLORIDE



- Quickly, easily applied to walks, drives, play and parking areas, tennis courts, etc.
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2. Are connecting wires large enough to insure ample supply of current?

E. Water System

1. Is the well, spring, stream or other source of water of sufficient capacity to meet all the camp's needs?
2. Is the capacity of the pump sufficient so that water shortages do not occur? .....
3. Is the capacity of the water storage facility sufficient for regular and emergency use? .....
4. Is this storage facility, pressure tank, elevated tank or reservoir, the best type for your needs? .....
5. Are these storage facilities cleaned at regular intervals? .....
6. If there is a chlorinator, is it in good operating condition?
7. Is the water distribution system carried to—
   a. the dining hall? .....
   b. the unit wash house and latrines?
   c. the infirmary? .....
   d. the shower house? .....
8. Are pipes of ample size to insure good pressure and a plentiful supply to all of the outlets? .....
9. Are there drinking fountains throughout the camp? .....

F. Sewage Disposal

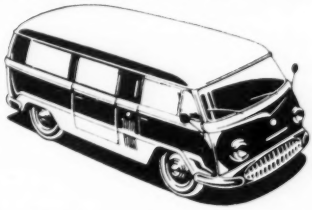
1. Are the ultimate methods of sewage disposal — septic tank and tile field, cesspool or Imhoff tank and filter — of the type most suitable for your campsite? .....
2. Were the septic tanks, cesspools and grease pits cleaned recently? .....
3. Is this job done at regular intervals? if so, how often? .....
4. Are the ultimate disposal facilities of adequate capacity? .....
5. Are pit privies, chemical vaults or flush toilets in good condition and cleaned frequently? .....

G. Waste Disposal

1. Is garbage buried, burned, or hauled away and is the method used entirely satisfactory? .....
2. Is ultimate disposal made under sanitary conditions? .....
3. Are you using the safest method possible for disposing of combustible rubbish? .....

Tempo Matador

MAN-SIZED STATION WAGONS



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This issue is your

Camping Supermarket

To get the best for your camp, study all the advertisements.

Camp Facility Checklist

4. Are tin cans and other items of incombustible rubbish disposed of by safe and sanitary methods?
5. If an incinerator is used, is it of adequate capacity and is there a plentiful fuel supply? .....

IV. Structures

1. How many buildings are in the camp? ..... (Count each structure under a separate roof as a building.)

A. Foundation

1. Are foundations free from cracks or other structural defects? .....
2. In buildings with cellars, are they dry or is there evidence of leakage or excessive condensation? .....

B. Sills and Floor Joists

1. Are these in good condition? .....
2. Is there evidence of decay or termite damage? .....

C. Walls and Siding

1. Are these in good condition? .....
2. Is the exterior finish of buildings a paint, stain, or other material best suited to your camp's environment?
3. How often is repainting done?

D. Roofing

1. Is the type of roofing used—asbestos, asphalt, or wood shingles, roll roofing, or other—best for your camp's buildings and their locale? .....
2. Is there evidence of leaky roofs or worn out shingles? .....
3. Are chimney flashings, valleys, gutters and downspouts in good condition? .....
4. Are gutters and downspouts free of leaves or other obstructions? .....

E. Windows and Doors

1. Do windows have wood or metal sash? .....
2. Are they painted regularly and kept in good working condition? .....
3. Is putty around panes of glass in good condition? .....
4. Do windows, doors and screens fit well and operate easily? .....

F. Floors

1. Are the floors in good condition?
2. Are they regularly sealed, waxed, varnished or oiled? .....

G. Screens and Screen Doors

1. Are the frames and wire in good condition? .....
2. Are the doors equipped with closers or springs and are latches in good condition? .....

H. Doors

1. Are doors painted or stained? .....
2. Are lock sets and hinges in good condition? .....
3. Do any doors sag or bind? .....

I. Shutters

1. If shutters are used for closing buildings in winter, are they in good condition? .....
2. Can they be fastened securely? .....

J. Stairs and Steps

1. Are all stairways in good condition?
2. Do exterior stairs of more than four steps have hand and guard rails? .....

K. Chimneys

1. Do all chimneys have fire-clay lining? .....
2. Are chimneys free of soot accumulations? .....
3. Are fireplaces equipped with cast-iron dampers? .....
4. Are frequent checks made of fireplaces for loose mortar and cracked bricks? .....

L. Winter Use

1. Are buildings used for winter camping insulated and are they equipped with heating stoves as well as fireplaces? .....
2. In those parts of the country where winter conditions are severe, is there an indoor kitchen? .....
3. Is there a source of drinking water for winter use? .....
4. Are winter-use toilet facilities provided? .....
5. Does the camp have or should it have snow removal equipment? .....

Camp Facility Checklist

M. Camp Kitchen

1. Does the kitchen have complete and modern equipment? .....
2. Is the range of institutional type?
3. Is the fuel you are using of the most economical and efficient type? .....
4. Is there a cook's work table? .....
5. Is there a cook's lavatory and toilet within the building? .....
6. Is counter and kitchen space adequate to accommodate all kitchen equipment? .....
7. Is there a restaurant-type pot sink, a vegetable preparation sink and a sink where dishwater may be obtained? .....
8. Is the hot water storage tank of adequate size? .....
9. Is there a means of producing water at over 170 degrees for dish sanitization? .....
10. If dishwashing machines are used, are manufacturer's operating instructions carefully followed? .....
11. Is the kitchen separated completely from the dining space so that kitchen odors, noise and heat may not enter the dining room? .....
12. Is there a separate serving space and serving counter in the kitchen wing so that camper-waiters will not have to enter the kitchen proper? .....
13. Are refrigeration facilities adequate? .....
14. Is there a separate refrigerator in the kitchen for the use of the cooks and a walk-in box for longer term storage? .....
15. Does the camp have a frozen food locker? .....
16. Are kitchen and dining rooms light and airy so that artificial light does not normally have to be used at any time during the day? .....
17. Are kitchen waste lines attached to a grease trap? .....

N. Sleeping Quarters

1. Are cabins or tents in good condition? .....
2. Are tent platforms painted or stained and are all floors free of cracks, splinters and broken boards? .....
3. Are platforms pitched to drain in winter? .....
4. Are tents or cabins grouped in units well separated from one another?

O. Bathing and Laundry

1. Does the camp have sufficient hot water shower facilities? .....
2. Is adequate laundry equipment or outside service provided for the staff and campers? .....

V. Water Front

1. Is the swimming area attractive and free from all hazards? .....
2. If the camp has a swim dock, is it of an approved type? .....
3. Is there a boathouse or other facility for storing craft and waterfront equipment when not in use during the season? .....
4. If a swimming pool is used, is it fenced in? .....
5. Are its filters and recirculators in good operating condition? .....
6. If swim area is an artificial lake is there a constant flow of fresh water over the dam? .....
7. Is the swimming area clearly divided to provide safe and adequate space for campers of all abilities? .....

VI. Storage

1. Does the camp have a storage building and garage? .....
2. Are these and other maintenance facilities located in a secluded area?
3. Is there a dry storage room for equipment ? .....
4. Are rat-proof storerooms for tents and mattresses provided? .....
5. Is there a boathouse or storage space for boats, canoes and other aquatic equipment? .....
6. Are safe storage facilities adequate for all equipment? .....

VII. Maintenance

1. Does the camp own a truck, tractor or power saw? .....
2. What maintenance tools and supplies are or should be provided for the use of the camp caretaker? .....
3. Where are these stored and who is responsible for keeping them in good condition? .....

Based on material developed by Julian H. Salomon.

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Food and Food Service

FOOD BUYING GUIDES • FOOD NEEDS • KITCHEN UTENSILS

Food Outlook for 1958

Guide for Camp Food Buying

By Jean Hahn and Mary B. Wood

At the beginning of 1958, food prices were a little higher than early in 1957. Current prices reflect the continuous rise in marketing costs, the growing population with more mouths to feed, and supplies which don't quite match the near-record supplies of 1957. Higher prices than in 1957 are likely to continue into the summer.

Ample Meat Supply

Large supplies of feed assure ample meat supply and give promise of well-fed, high-grade meat. Of the 158 pounds of meat expected for each man, woman and child in this country, the U.S. Department of Agriculture predicts that 81 pounds will be beef, 64 pounds pork, 8.6 pounds veal, and 4.2 pounds lamb. Since beef and pork prices are seasonally high in the summer, you may want to investigate the possibility of buying in spring for summer use. Proper storage in a freezer, with meat well wrapped, preserves original quality.

As 1958 began, unusually large supplies of turkeys weighing 18 pounds and more were on hand. To order large turkeys in advance of the camping season may save money this year.

Order Staples in Spring

Order your canned fruits and vegetables, flour and staples for the whole season to save money. Study the supply information available and plan to use fruits and vegetables in abundance.

This season's citrus crop was damaged by December and January freezes in Florida and by hot weather in California last summer. According to the U.S. Department of Agriculture, we can expect fewer fresh oranges, more canned orange juice, and less frozen orange concentrate than a year ago. This year's orange crop is expected to be the smallest since 1950, and the grapefruit crop will be 12 per cent below average.

—Jean Hahn and Mary B. Wood are Extension Home Economists in Marketing at Cornell University, Ithaca, New York.

Guide for Camp Food Buying

Availability Price Good Buying Months	Selection	Recommendations Maximum Freezer Storage at O° F.
Beef		
Less than in 1957; larger proportion of higher grades. Seasonally low in winter; high in summer. Higher than 1957. February to June.	Buy beef according to grade. Lower grades, USDA Good and Standard, have more protein per pound and cost less than Prime and Choice.	Greatest difference in price between hind and forequarter in summer. Forequarter excellent for stews, pot roasts, and ground beef. Ground beef—4-6 months. Roasts and steaks — 9-12 months.
Pork		
Best supply in winter. Seasonally low December to April; higher in summer. Much like 1957. March to May.	Boston butt, picnic and shoulder are economical cuts. Prefabricated cuts such as center cut chops and end cut chops help with portion control.	Pork is one of our best sources of the B-vitamin, thiamine. Fresh pork must be cooked thoroughly before eating. Fresh pork — 6 to 9 months. Slab bacon — 1 to 3 months. Whole ham — 1 to 3 months.
Lamb		
Same as 1957. High in spring and early summer. February, March and August.	Lamb may be sold by U.S. grades.	Lamb — 9 to 12 months.
Veal		
Supplies close to those of 1957. Price may decline in summer. August.	Veal may be sold by U.S. grades.	Adds variety in stew, chop suey; excellent for cold plates and sandwiches when well chilled. Veal — 4 to 6 months.
Turkey		
Fewer turkeys than in 1957—plenty of large ones early in the year. Seasonally high in summer. March to May.	Large birds 18 to 25 pounds give more meat per pound than small ones. Grades B and C with broken skin or crooked breastbone are satisfactory for creamed dishes, sandwiches, etc.	Cost per serving is less than roast chicken. Turkey, ready-to-cook — 6-7 months.

Dear Camp Director:

Since the time I was a small boy I have enjoyed camping and canoeing in the woods of Minnesota and Canada. In my college days I guided a party down the God's River in Canada to York Factory on Hudson's Bay. I have personally outfitted at least six parties for canoe trips ranging from two weeks to two months.

In outfitting a canoe party I always had to repack some of the food products because the commercial packages would not stand portaging and the general knocking about. In the case of products like syrup and preserves I generally bought them in Canada because I could get them in durable tins rather than in glass which was likely to break.

In later years I have been in the food business. This year our Company brought out some products which are ideal for summer camp use because they are packed in tin like the Canadian products.

The products are BILLY BOY syrup packed in 22 fl. oz. tins and HOME BRAND preserves packed in 2 lb. 2 oz. key opening tins. The prices are as follows.

BILLY BOY SYRUP. $3.60 per case of 12/22 oz. tins delivered to the railroad freight station nearest your camp.

HOME BRAND PRESERVES. $8.15 per case of 12/2 lb. 2 oz. tins delivered to the railroad freight station nearest your camp. Four flavors: Strawberry, Raspberry, Orange Marmalade, Blackberry; all priced at $8.15.

These prices are exactly the same as the largest chain stores pay for these products in truckload quantities. We are willing to handle the small orders and pay the freight because we want your campers to get to know these products.

We will send you a free tin of BILLY BOY syrup and a tin of HOME BRAND strawberry preserves if you will put your name on the coupon and send it to my personal attention.

Best wishes for a successful camp season.

WILLIAM A. BARNES, JR.
President

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Address _____

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GELATINE DESSERT AND PUDDINGS
SPAGHETTI SAUCE
(with and without meat)
BASE MIX FOR MEAT
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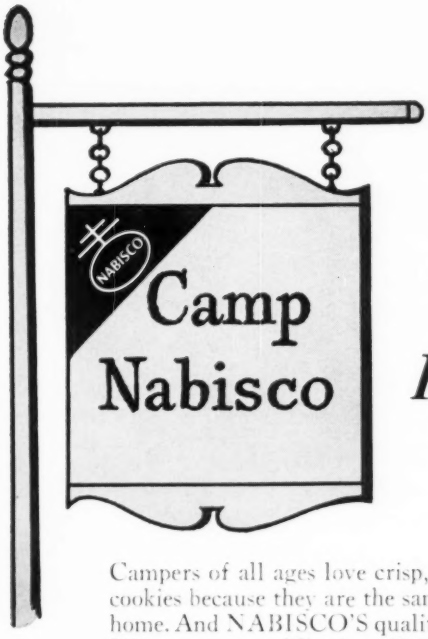
Guide for Camp Food Buying

Availability Price Good Buying Months	Selection	Recommendations Maximum Freezer Storage at O° F.
Broilers		
Record supplies.	Choose plump birds with clear, smooth skin, no pinfeathers, flexible breastbone.	Barbecued broilers are a treat.
About the same, year round.		May find week-end specials.
Each month.		Broilers—6-7 months.
Stewing Chickens		
Fewer the first half of 1958 than in 1957.	Choose plump birds with clean skin; breastbone is firmer and skin is thicker than that of broilers.	Cooked chicken and gravy are highly perishable — serve them immediately after cooking.
Price seasonally high in spring, higher than in 1957.		Stewing chickens — 6-7 months.

Eggs		Recommendations Storage
Fewer the first half of 1958, than a year earlier.	Buy by grade and size. Grade A hold shape well when poached or fried. Yolks are well-centered when hard-cooked. Lower grades cost less and are satisfactory for scrambling and cooking.	Eggs remain an economical protein food even at seasonally high prices.
Prices rise seasonally in spring and summer. Higher than in 1957.		Medium eggs that sell for 10 cents less per dozen are as good a buy as large eggs. Small eggs selling for 10 cents less per dozen are as good a buy as medium.
August—small eggs.		Keep original quality in refrigerator for 2 weeks.
Fish		
Canned tuna plentiful. Canned salmon less plentiful than in 1957. Frozen and fresh fish supplies increase in the summer.	Tuna fancy or solid pack suited for cold plate; chunk style for salads and casseroles; flaked or grated for salads, sandwiches and casseroles.	Store canned fish in a cool, dry room. Fresh and frozen fish is very perishable. Use fresh fish within a day of purchase.
Prices close to 1957's.	The redder the salmon, the higher the price. From red to pink are Chinook or King; Red or Sockeye; Medium red or Coho; Pink; Chum or Keta. Choose red for cold plates; pink for creamed dishes and salmon loaf.	
Canned—all months. Frozen and fresh — July and August.	Fillets and steaks have no waste.	Frozen fish—3 months.

Guide for Camp Food Buying

Availability Price Good Buying Months	Selection	Recommended Storage
Canned Poultry		
More chicken and turkey canned in 1957 than the year before. Stewing chicken accounts for almost 2/3 of the total processed.	Canned chicken and turkey are convenient for the cook's day out or for emergencies. Turkey usually cost less than chicken.	Use the year of purchase.
Steady throughout year. Each month.		Store canned poultry in a cool, dry room.
Dairy Products		
Plentiful.	For table use, choose AA or A butter or margarine. Mild American cheese costs less per pound than sharp cheese. Large amounts often cost less than small packages. Creamed cottage cheese has 4 per cent or more butterfat and costs more than uncreamed. Cottage cheese with small curd holds its shape well and is a good choice for salads.	Store butter in a covered container, in the refrigerator.
Fresh milk higher than in 1957. Cheese same as in 1957.		Cheese is an economical way to step up the protein and calcium in diets.
All months.		Hard cheese in a closed container will keep for months. Cottage cheese in a closed container will remain fresh for a week.
Canned Fruit		
About as much as in 1957. More cherries and raspberries; same amount of pears; fewer peaches and prunes; less fruit cocktail. Canned fruits — March to June.	Buy according to grade. Top grades hold their shape well, have bright color, are free from blemishes, and are attractive as dessert, garnish, and salad. Lower grades are thrifty for cobblers, toppings for ice cream and puddings, etc. and are equally as good in nutritive value.	Cool, dry room.
Frozen Fruit		
Record supplies expected. Considerably more cherries; almost as many raspberries as in 1957.	Order container sizes that can be used promptly, as 10 pounds of strawberries to top 50 pounds of ice cream. Sliced strawberries keep their color better than whole ones.	Use promptly after thawing.
Strawberry specials—May and June.		Freezer.



A Welcome Sign for Hungry Campers

Campers of all ages love crisp, flavorful NABISCO crackers and cookies because they are the same products they know and enjoy at home. And NABISCO'S quality products are a favorite with Camp Directors, too. They've discovered that NABISCO'S popular individual packets of crackers keep freshness and flavor in . . . dampness out.

NABISCO'S superior packaging assures you of top quality, pin-point portion control, and low cost per serving. So please everyone at camp . . . keep a full supply of all NABISCO varieties on hand.

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Premium Saltine Crackers • Ritz Crackers • Dandy Oyster Crackers
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Hot from the pot, Ralston has a real outdoors flavor that makes campers scamper for more.

RALSTON

the square meal cereal from Checkerboard Square.

Ralston Purina Company, Checkerboard Square, St. Louis 2, Missouri

Guide for Camp Food Buying

Availability Price Good Buying Months	Selection	Recommendations Storage
Canned and Frozen Juices		
More canned orange juice and less frozen concentrate than a year ago; less lemonade and limeade. Less canned tomato juice than last year. Higher prices. March to June.	When a 46-ounce can of orange juice and 12 ounces of frozen concentrate cost the same, they are equally good buys.	To provide equal amounts of vitamin C, use twice as much tomato juice as orange juice. Use the year bought. Store frozen juices in freezer; canned juices in a cool, dry room.
Canned Vegetables		
Ample supplies. Look for "specials" in green beans, peas, and corn. Fewer tomatoes than a year ago, but above average supplies. Tomato prices above 1957. March to June.	Buy according to grade. For casseroles and combination dishes lower grades are economical. Buy according to style or size: Corn — whole kernel or cream style Beans — cut or French style Peas — may range in size from No. 1 (small) to No. 7 (large). Garden run are not sorted. Tomatoes — Grade C tomatoes and tomato puree are economical for cooked dishes.	Grading is based on appearance, not on nutritive value. Peas, beans and corn are graded on basis of clear liquid, uniform color, absence of defects, and maturity. For best color, flavor, and food value, use canned vegetables the year bought. Store in cool, dry room.
Frozen Vegetables		
As many or more than in 1957. Peas, lima beans, corn and green beans make up almost two-thirds of the total supply. Prices similar to 1957. March to June.	Quality of frozen vegetables varies greatly. Become familiar with the brand before you order large supplies. Order through a dealer you know well.	If frozen vegetables become thawed during delivery, use them at once. Freezer.
Fresh Fruits and Vegetables		
Nearby and shipped-in ones will be plentiful. Look for lowest prices when nearby ones are in season. July to September.	Choose clean, fresh-looking, well-shaped fruits and vegetables that are heavy for their size.	Ripen green fruits and vegetables as melons, peaches, pears and tomatoes at about 65°F. Keep bananas in a dry room at 60° to 65°. Most other fresh fruits and vegetables keep well between 40° and 50°.

Food Needs of Children

Kinds and quantities of food required per person per week based on moderate-cost meals

Item	Unit	Children 7-9	Children 10-12	Girls 13-15	Girls 16-20	Boys 13-15	Boys 16-20
Milk [1]	Qts.	7	7	7	7	7	7
Potatoes	Lb.-oz.	1-12	2-8	2-10	2-4	3-2	4-0
Dry Beans, Peas, Nuts	Lb.-oz.	0-2	0-2	0-3	0-2	0-3	0-4
Tomatoes, Cit. Fruit	Lb.-oz.	1-8	1-12	1-12	2-0	2-0	2-0
Leafy, Green, & Yellow Vegs. [2]	Lb.-oz.	3-0	3-8	3-8	3-8	3-0	3-0
Other Vegs. & Fruit [3]	Lb.-oz.	3-0	4-0	3-4	4-4	5-0	5-8
Eggs	No.	6	6	6	6	6	6
Meat, Fish & Poultry [4]	Lb.-oz.	1-8	2-0	2-8	2-8	2-12	3-0
Flour, Cereals [5]	Lb.-oz.	2-2	3-4	3-4	2-8	4-8	5-0
Fats, Oils [6]	Lb.-oz.	0-8	0-12	1-2	0-12	1-2	1-9
Sugars, Sirups, Preserves	Lb.-oz.	0-8	0-12	0-14	0-12	1-2	1-9

1—Or its equivalent in cheese, evaporated milk, or dry milk.
2—Such as green cabbage, kale, snap beans, carrots.
3—Such as apples, bananas, peaches, onions, corn, celery.
4—Exclude bacon and salt side.
5—Count 1½ lb. bread as lb. of flour. Use chiefly whole or enriched products.
6—Include bacon and salt side.
Source: Bureau of Home Economics, U. S. Department of Agriculture.

Wholesale Package Sizes

for various camp foods

Vegetables	Unit of Purchase	Weight in Pounds	Fruits	Unit of Purchase	Weight in Pounds
Asparagus	Crate	30	Apples	Bushel	48
Beans, green	Bushel	30	Bananas	Hand	5
Beets	Bushel	52	"	Bunch	45 to 65
Cabbage	1½ bu. hamper	48	Blackberries	Crate	36 (24 qt.)
"	Sack	50			
Canned Goods	No. 10 can	6½ Approx.	Raspberries	Crate	36 (24 qts)
Carrots	Sack or bushel	50	Strawberries	Crate	36 (24 qt.)
Cauliflower	1½ bushel crate	37			

Celery	½ crate	65
Corn	Bushel	35
"	Sack (100 ears)	55
Onions	Sack	50 or 100
Parsnips	Bushel	50
Peas (unsh'd)	Bushel	50
White Potatoes	Peck	15
"	Bushel	60
"	Sack	100
Sweet Potatoes	Peck	13¾
"	Bushel	55
Spinach	Bushel	18
Squash, (Summer)	Bushel	40
Tomatoes	Lug Box	32
"	Bushel	53
Turnips, (no tops)	Bushel	54

Cherries	Bushel	64
Grapefruit	Calif. box	68
"	Fla. or Tex. box	80
Grapes	Lug	28
"	Bushel	48
Lemons	Box	79
Melons		
Canteloupe	Jumbo crate	70
Honeydew	Crate	35
Watermelon	Each	25
Oranges	Calif. box	77
"	Fla. box	90
Peaches	Bushel	48
Pears	Bushel	48
Plums	Suitcase Lug	16
"	Crate	28
"	Bushel	56
Prunes (dried)	Box	25 or 50

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Canned Foods for 100 Servings

PRODUCT	Size of Can	Count Per Can	Size of Portion	Approx. No. of Cans for 100 Portions
Table Fruits				
Apricot Halves	No. 10	76-88	3 halves	4
Fruit Cocktail	No. 10		4 oz.	4
Kadota Breakfast Figs	No. 10	90-110	3 figs	3½
Peach Halves	No. 10	35	3 oz.	3
Peach Slices	No. 10		3 oz.	3½
Prune Plums	No. 10	75-85	3 plums	4
Vegetables				
Baked Beans	No. 10	3 quarts	7 oz.	7
Green Beans	No. 10	3 quarts	4 oz.	4
Wax Beans	No. 10	3 quarts	4 oz.	4
Beets	No. 10	3 quarts	4 oz.	4
Carrots	No. 10	3 quarts	4 oz.	4
Peas	No. 10	3 quarts	4 oz.	4
Sauerkraut	No. 10	3 quarts	4-5 oz.	5
Spinach	No. 10	3 quarts	4 oz.	4
Sweet Potatoes	No. 10	3 quarts	4 oz.	4
Fish Products				
Salmon	1 lb.	2 cups	½ cup	25
Tuna Fish	No. 1	1¾ cups	½ cup	25
Juices				
	No. 10	3 quarts	6 oz.	6
	No. 3	1½ qts.	6 oz.	12
Soups				
	No. 10	12-13 cups	¾ cup	7*
	No. 3	6¼ cups	¾ cup	11*
Meat Products				
Corned Beef Hash	No. 10	12 cups	½ cup	4
Frankfurters	4-lb. can	35	2 (5 oz.)	6
Meat Loaf	6-lb. loaf		5 oz.	5
Jams and Spreads				
Grape Jelly	1 lb.	1½ cups	1½-2 tbsp.	9
Orange Marmalade	No. 10	3 quarts	1½-2 tbsp.	1
Peach Jam	No. 10	3 quarts	1½-2 tbsp.	1
Peanut Butter	2 lbs.	3½ cups	2 tbsp.	2

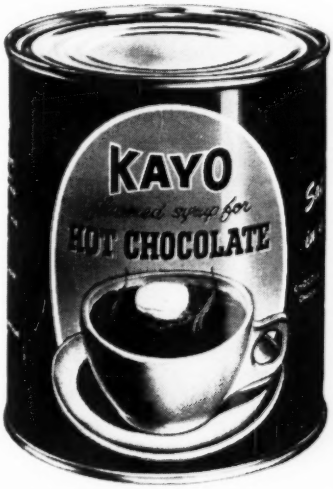
* Servings for condensed soup should be based on quantity after liquid has been added. Number of servings would be twice those stated above.

Hot Chocolate

Served quickly, easily

for just .023¢ per serving

Whether "on the trail" or at camp mess, youngsters love hot chocolate. And it's so easy to serve them KAYO Hot Chocolate — just empty the can, add 6 parts water, stir and heat.



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KAYO is produced by specialists in chocolate for 35 years. It's available in 1 LB. CANS (15 servings — just right "on the trail"), 2¼ LB. CANS (35 servings) and No. 10 CANS (122 servings).

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Name of Camp .....

Location .....

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- Cream Desserts
- Sweet Milk Cocoa
- Rapid Cake Bases

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Fresh Foods for 100 Servings

MEATS

Item	Amount Required
Bacon	15 pounds
Chicken (creamed)	30 pounds
Chicken (fricassee)	50 pounds
Chicken (roast, fried)	75 pounds
Chops	40 pounds
Cold Cuts	18 pounds
Corned Beef (for hash)	20 pounds
Dried Beef	10 pounds
Frankfurters	16-20 pounds
Ground Meat (loaf)	20 pounds
Ground Meat (patties)	25 pounds
Ham (baked)	40 pounds
Ham (cold boiled)	12 pounds
Liver	25 pounds
Sausage	25 pounds
Meat for Soup (meat and bones)	30 pounds
Stew (with vegetables)	20 pounds
Swiss Steak	35 pounds
Short Ribs (bone in)	65 pounds
Turkey, Roast, with Dressing	50-60 pounds

FISH

Fillet	30 pounds
Whole, cleaned	35 pounds
Portion-packed	25 pounds

FRUITS

Apples	34 pounds
Apples (sauce or salad)	30 pounds
Bananas	34 pounds
Bananas (sliced or in salad)	15 pounds
Berries:	
Blackberries	20 quarts
Blueberries	12 quarts
Raspberries	23 quarts
Strawberries	24 quarts
Cherries	1 crate (16 qts.)
Grapefruit	50
Grapes	30 pounds
Melons:	
Cantalouge	50
Honeydew	37 pounds
Watermelon	75 pounds
Oranges	100
Peaches	35 pounds
Pears	34 pounds
Plums	20 pounds
Rhubarb	24 pounds

VEGETABLES

Item	Amount Required
Asparagus	34 pounds
Asparagus (creamed)	25 pounds
Beans (green or wax)	28 pounds
Beets	30 pounds
Broccoli	35 pounds
Cabbage (cooked)	25 pounds
Cabbage (raw)	16 pounds
Canned Vegetables	4 No. 10 Cans
Carrots	25 pounds
Cauliflower	50 pounds
Celery (salad)	10 bunches
Corn	100 ears
Cucumbers (salad)	8
Lettuce (shredded)	20 heads
Lettuce (garnish)	10 heads
Onions	24 pounds
Parsnips	28 pounds
Peas (in shell)	50 pounds
Potatoes, Irish	40 pounds
Potatoes, Sweet	40 pounds
Radishes	20 bunches
Spinach	34 pounds
Squash, Summer	30 pounds
Tomatoes	30 pounds
Turnips	30 pounds

PREPARED FOODS

Beverage	5 gallons
Bread (30 slices to a 2-lb. loaf)	7 loaves
Cake, layer, 10-inch	6 cakes
Cake, sheet	2 pans (12 x 20 in.)
Fruit Cup	2½ gallons
Pies, 9-inch	15
Pudding, cornstarch	2½ gallons
Salads	3-4 gallons
Salad Dressing	2 quarts
Sauces	3-4 quarts

MISCELLANEOUS

Berries (shortcake)	16 quarts
Butter or margarine	2 pounds
Cheese, American	7 pounds
Cheese, Cottage	20 pounds
Cocoa	1 pound
Ice Cream	4 gallons
Macaroni	8 pounds
Olives	3 quarts
Pickles	3 pounds
Potato Chips	5 pounds
Rice	10 pounds
Spaghetti	8 pounds

Buying Meat for 100 Servings

Kind of Meat	Cut	Style	Weight of cooked serving	Approximate amount of purchase
Beef (a) for Roasting	Round	Rump and shank off	4 ozs.	74 lbs.
			6	110
	Ground beef	Meat loaf (all meat)	4	46
			6	69
	Ground beef	Meat loaf (cereal filler)	4	28
			6	42
Lamb (a) for Roasting	Leg	Bone-in	3	46
			4	62
	Shoulder	Bone-in	3	32
			4	42
	Shoulder	Boneless	3	30
			4	40
Pork (b) for Roasting	Loin	Bone-in	3	44
			5	74
	Shoulder	Cushion	3	41
			5	68
	Fresh ham (leg)	Bone-in	3	46
			5	76
	Smoked or pickled ham	Bone-in	2	37
			3	55
Veal (a) for Roasting	Leg	Bone-in	3	38
			4	50
	Shoulder	Rolled	3	31
			4	41
	Round	Rump and shank off	3	41
			4	54
Beef (c) for Braising	Round	Swiss steak	4	35
			6	52
	Flank	Steak	4	35
			6	61
Braising or simmering (d)	Sirloin butts	Boneless	4	27
			6	40
	Chuck	Boneless	4	41
			6	61
	Plate or short ribs		5	42
			7	58
Pork (c) for frying, braising or roasting	Loin	Chops	4	40
			5	50
Frying or broiling	Sausage	Bulk	2	23
			3	34
	Bacon	Sliced	1	18

(a) If cooked at above 300° F. amount purchased will have to be increased.
(b) If cooked at above 350° F. amount purchased will have to be increased.
(c) If cooked at excessively high temperature, increase amount purchased.
(d) If cooked at boil rather than simmering, increase amount purchased.

Source: University of Texas, adapted from "Cooking Meat in Quantity," published by National Live Stock and Meat Board.

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- HALF CHICKEN, 30 oz.
- BONED CHICKEN, 30 oz.
- BONED TURKEY, 30 oz.
- CHICKEN BROTH, 47 oz.
- DRIED EGGS, 3 lb. tins

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Annual Reference Guide
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Better Camping For All
in Your Camp

Consult it every time you need camp management information

Utensils for Camp Kitchens

Number and Sizes of Utensils Needed

Equipment Item and Description	Number needed for 100 Campers	Number needed for 150 Campers
STOCK POTS with covers, 5 to 10 gallon, tall with straight sides and handles, aluminum, semi-heavy.	2 only	3 only
PRESERVING KETTLES, 10 to 16 quart, aluminum	4 only	6 only
DOUBLE BOILERS,		
11 quart, heavy duty aluminum	1 only	2 only
17 quart, heavy duty aluminum	2 only	2 only
SAUCE PANS, handled		
2 quart, semi-heavy aluminum	2 only	2 only
4 quart, semi-heavy aluminum	2 only	2 only
BAKING PANS, 12 x 18 x 2½ inches, aluminum	8 only	12 only
ROASTING PANS, black sheet iron with 3 straps, 16 x 22 x 3½ inches (to fit range oven)	4 only	6 only
FRYING PAN, 14 inches, black iron	2 only	2 only
MUFFIN PANS, 12 cup, aluminum or good grade of tinned ware	12 only	18 only
PUDDING PANS, round		
2 quart, aluminum	1 only	2 only
4 quart, aluminum	2 only	3 only
MIXING BOWL, 9 quart, aluminum	1 only	2 only
SKIMMER, wire, 6 inch diameter	2 only	2 only
ICE PICK	1 only	1 only
BISCUIT CUTTER, 2 inch diameter	2 only	2 only
APPLE PARING MACHINE	1 only	1 only
VEGETABLE BRUSHES	6 only	9 only
CUTTING BOARD, 24 x 18 x 2 inches cured hard maple	1 only	1 only
LADLES FOR SERVING (Aluminum or stainless steel)		
1 cup capacity	2 only	2 only
½ cup capacity	2 only	2 only
¼ cup capacity	2 only	2 only
LADLE, 1 quart, with long handle	1 only	1 only
ICE CREAM DIPPERS		
No. 8 (for potato and vegetables)	2 only	2 only
No. 10 (for ice cream)	2 only	2 only
No. 12 (for salads)	2 only	2 only
No. 24 (for sandwich fillings)	2 only	2 only
PITCHERS, aluminum, 4 quart	2 only	2 only
TRAYS, 14 x 18 inches	8 only	12 only
GRADUATED MEASURES:		
Spoons, aluminum or plastic	2 sets	2 sets
Cup, aluminum	2 only	2 only
Quart, aluminum	2 only	2 only
DISH PANS (for mixing) 21 quart, aluminum or heavy tinned ware	2 only	3 only

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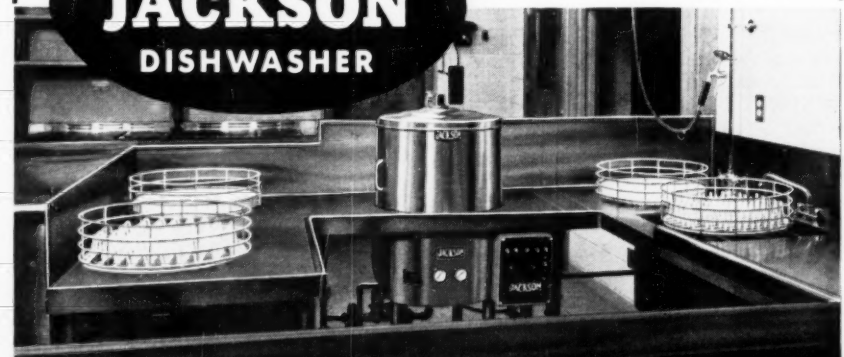

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Kitchen Utensils

Equipment Item and Description	Number needed for 100 Campers	150 Campers
COLANDER, 15 inch diameter, aluminum	1 only	1 only
STRAINERS, wire, 8 inch diameter	1 only	2 only
CHINA CUP STRAINER, 10 inch	1 only	1 only
WOOD CHOPPING BOWL, 15 to 16 inch diameter	1 only	1 only
ROLLING PIN, wood, 15 inches long, 3½ inches diameter	1 only	1 only
FOOD CHOPPER, 3 pound capacity	1 only	1 only
ROUND CAKE PANS, good grade tinned ware, 10 inches diameter, 2 inches deep	18 only	27 only
BISCUIT SHEETS, good grade tinned ware, (pans with sides) 16 x 22 x 1 inch	4 only	6 only
BUTTER CUTTER	1 only	1 only

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Paring, 3 inch blade	3-6 only	4-9 only
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Cleaver, 8 inch blade	1 only	1 only
KNIFE SHARPENER, 12 inch, butcher steel	1 only	1 only
COOK'S FORK, 12 to 18 inches	2 only	2 only
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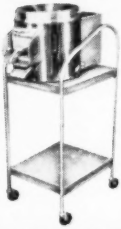

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Kitchen Utensils

Equipment Item and Description	Number needed for 100 Campers	Number needed for 150 Campers
SPOONS, large cooking, 14 inches long	6 only	9 only
EGG BEATER, large sturdy, stainless steel	2 only	2 only
GARBAGE CANS, with covers, 6 gallon capacity, heavy duty galvanized (for storing supplies)	6 only	6 only
GARBAGE CANS, with covers, 26 gallon capacity, heavy duty galvanized	8 only	8 only
CLOCK	1 only	1 only
HAMMER	1 only	1 only
SHEARS, 8 inches long	1 only	1 only
LADDER, store room, 4 feet	1 only	1 only

Source: "Camp Kitchen Management," published by Dept. of Institution Management, New York State College of Home Economics, Cornell University.

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1958 CAMP REFERENCE ISSUE

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New York Herald Tribune, 230 W. 41st St., New York 36.
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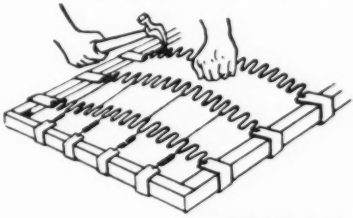

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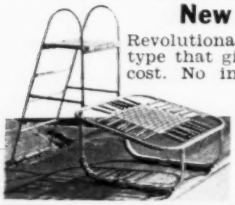

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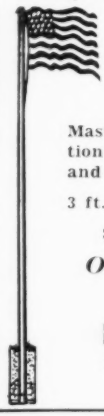

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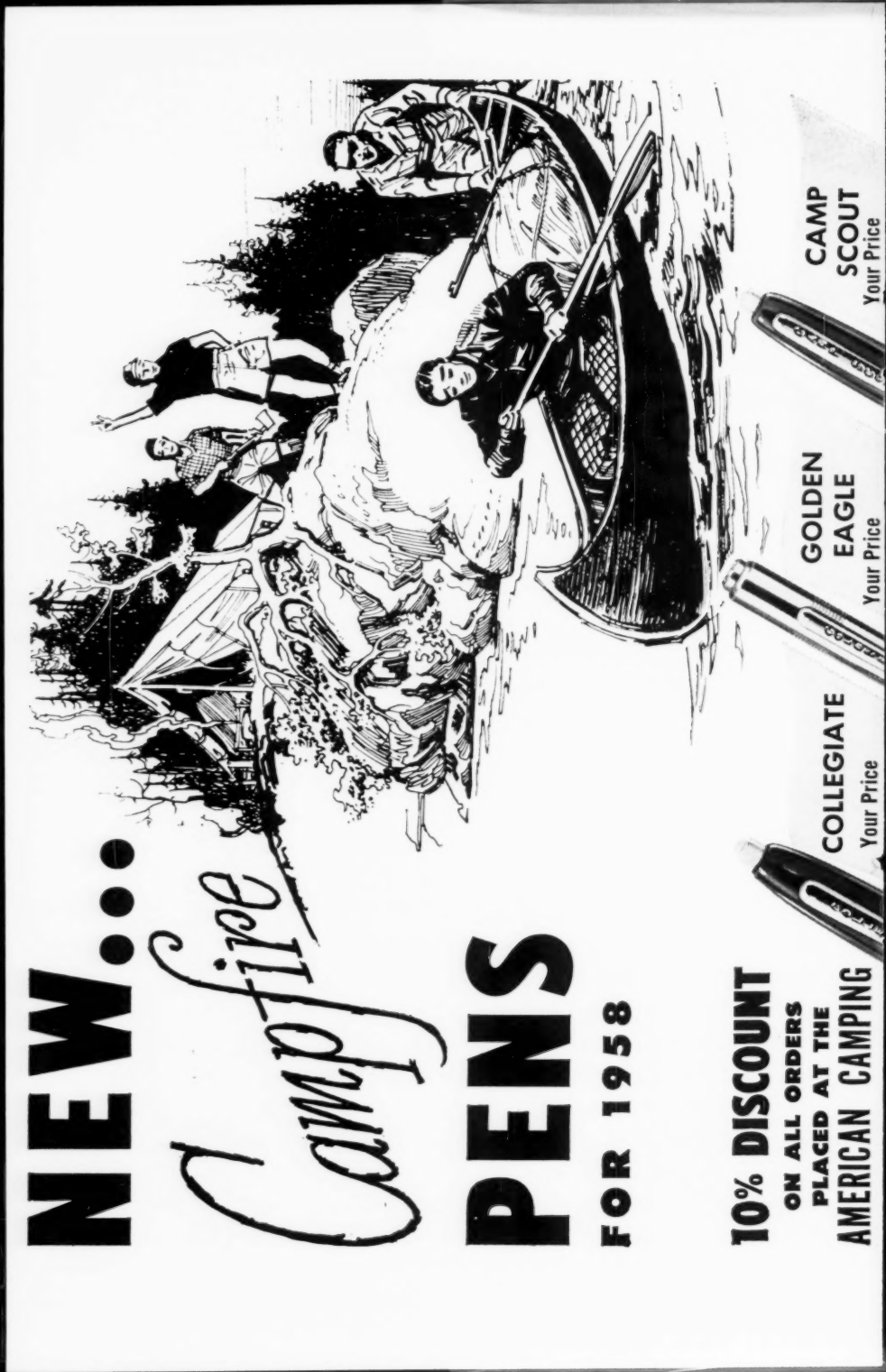
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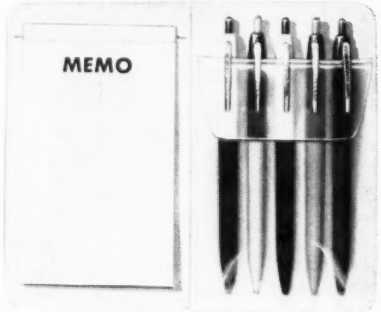

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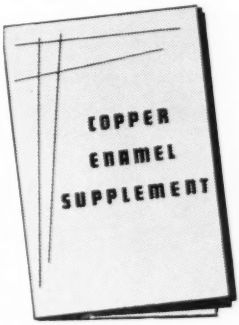

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Solvay Process Div., Allied Chemical & Dye Corp., 61 Broadway, New York 6.
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Webb Products Co., 216 S. G St., San Bernardino, Calif.
Yorkmont Slate Co., Inc., Granville, N. Y.

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Consolidated Fruit Jar Co., 62 Water St., New Brunswick, N. J.
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Creative Chemical Co., 4618 Friendship Ave., Pittsburgh 24.
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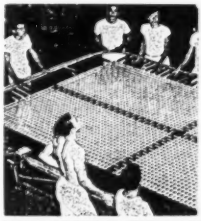
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Camp Staff and Program

STAFF • WATERFRONT • SPORTS • CRAFTS • MOVIES

Sources for Camp Staff

Where do you look for counselors? This is a big problem facing almost every camp director of both private and organizational camps. One good source is, of course, colleges and universities. In many instances it is worthwhile to contact colleges offering major courses of study in subjects pertinent to camping in general, or to your specific program needs.

For example, if you need a counselor for your nature program, a college offering degrees in botany, biology or conservation and wildlife might be able to recommend well-qualified potential counselors.

The following listing, newly compiled by Camping's editors, includes 12 fields of study relevant to camping programs. Colleges listed grant degrees in the subjects.

Not all colleges and universities, of course, are listed. Nor is any attempt made to grade or classify the colleges. This list will serve as a ready reference, whenever you are seeking new sources for qualified leaders for your camp.

ALABAMA

Alabama Polytechnic U., Auburn	4, 6, 7, 8, 9, 12
U. of Alabama, Birmingham	2, 6, 7, 11, 12

ARIZONA

U. of Arizona, Tucson	1, 3, 4, 6, 7, 11, 12

CALIFORNIA

Humboldt State College, Arcata	4, 7, 12
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U. of California, Berkeley	1, 3, 4, 6, 7, 8, 9, 10, 12
U. of S. California, Los Angeles	5, 7, 8, 10, 11, 12

COLORADO

A & M College, Fort Collins	4, 6, 9, 12
U. of Colorado, Boulder	5, 6, 7, 8, 10, 11, 12

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1—Astronomy
2—Biology
3—Botany
4—Conservation & Wildlife
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7—Drama
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4—Conservation & Wildlife
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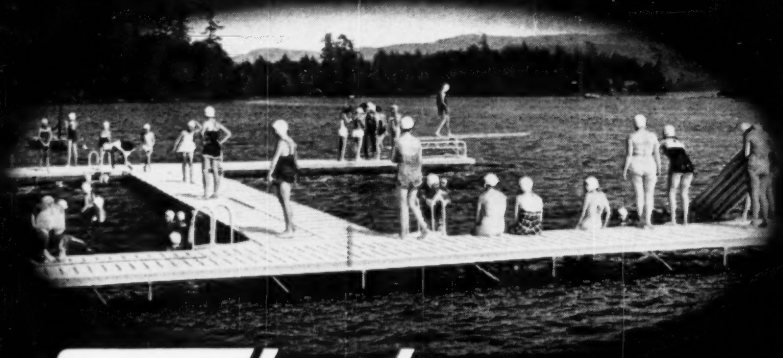

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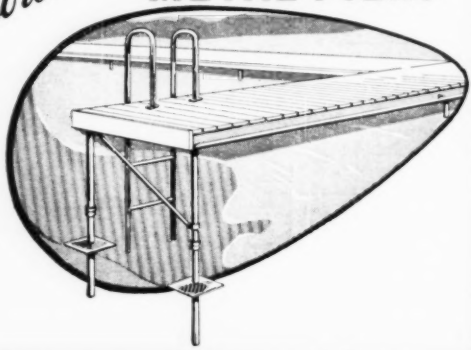

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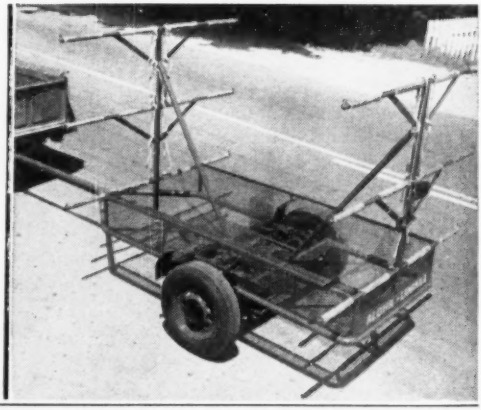

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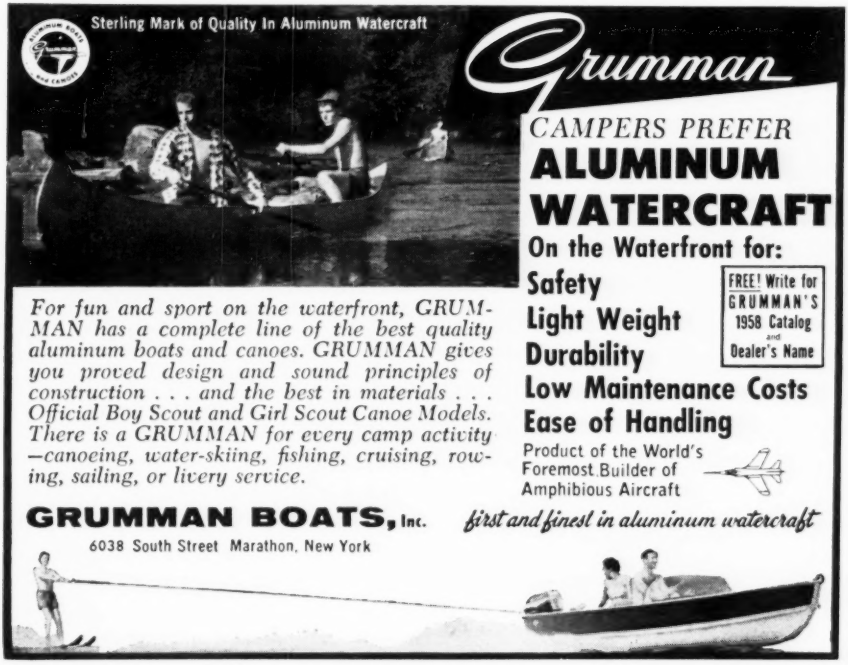
Heaving lines (60 ft. long, ⅛ to ¼ in. rope, one end fastened into "monkey fist" knot)

(*Continued on page 96*)



Waterfront Equipment

Life boats, each equipped with
- Anchor and line
- Extra oars and oarlocks
- Painter
- Bailer
- Ring buoy and line
- 10 ft. light bamboo pole
- Lifeline, looped along gunwales
- First aid kit, kept watertight
- Lantern, for use after sunset

Light surfboards

Grappling irons

Water scope

Emergency first-aid room, equipped with a good first-aid kit

Lookout tower and seat

Swimming and water safety poster for bulletin board

Bell, gong or horn for alarm or signals

DIVING EQUIPMENT

Diving boards (1 and 3 meter)

Cocoa matting

BOATING EQUIPMENT

Boats of satisfactory type and number to meet the camp's needs

Oar racks

Anchor and line

Extra oars and oarlocks

Painter

Bailer

Lantern

Scrub brush (for regular cleaning of boats)

CANOEING EQUIPMENT

(in addition to the canoes themselves)

Good paddles, in sufficient number

Kneeling cushions

Canoe racks

Canoe paddle racks

Mosquito netting (when canoes are used for sleeping, on trips)

Sailing equipment (canoe sailing is difficult, but a fine art)

Pool Maintenance

Basically, all pools fall into two groups—filtered pools and unfiltered pools.

Filtered Pools

There are three basic types of filters—gravity, pressure sand and gravel and pressure diatomite. All three improve water clarity and purity by drawing water from the pool, passing it through a filter bed and returning the filtered water to the pool. As water passes through the filter bed, impurities and suspended foreign matter are removed.

The three fundamentals for proper care of a filtered pool are filtration, cleaning and chemical treatment.

Filtration

How long should the filter be run? The number of hours that your filter takes to clear your pool, to that extent determines the normal length of the daily filter running time. This can be determined only by experience, for the proper length of the filter run varies with climatic conditions and the number of persons using the pool. But once you have determined the proper filter run for your pool, you will find that running the filter approximately the same number of hours every day will be a routine procedure.

Don't stop filtration on days when the pool is not in use. Over-filter rather than under-filter.

When to Backwash

Cleaning the filter is called "backwashing" (forcing the pool water rapidly through the filter bed in the direction opposite to that of normal filtering.) This should be done whenever the dirt removed from the water accumulates in the filter sufficiently to interfere with the proper flow, or to make pump operation uneconomical. The safest practice is to take frequent gauge readings.

Flocculation

To improve the efficiency of a sand

better

swimming pool filtration

Hopkins "Filtermaster" swimming pool filters combine maximum efficiency of filtration with easiest and lowest cost maintenance.

Diatomaceous earth, pressure-type. Constantly cleans, clarifies and polishes the water. No backwashing necessary.

Preferred by leading camps, private and commercial pool operators.

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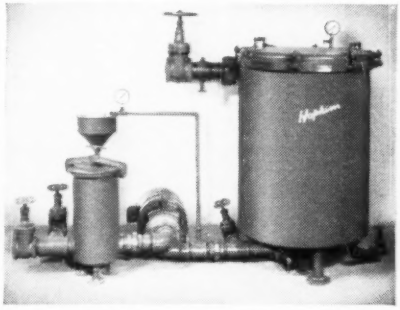

Hopkins "Filtermaster" Model 32-22 with a capacity up to 18,000 gallons per hour.

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eliminate lily pads water weeds, algae water scum and insect larvae with

Parko ALGAECIDE

(AQUATIC WEED KILLER)

Photos taken at
Illinois Baptist State Camp, Pinckneyville, Ill.

Just spray it over the water surface and both submerged and emergent weeds and scum will be destroyed within 48 hours. One treatment will give you cleaner lakes, ponds, and streams for as long as 10 years. See how Parko Algaecide can help you.

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Pool Maintenance

filter, a "floc" or soft gelatinous mass is formed over the top of the filter bed. The floc screens the fine particles of matter that would otherwise pass through the filter sand. It is formed by feeding alum into the filter system by means of an alum feed pot, a chemical feeder or even through the strainer.

Backwashing flushes away the alum floc together with the accumulated foreign matter and when filtration is started again a new alum floc should be formed.

Cleaning the Strainer

To remove debris that might otherwise damage the filter pump, water from the pool first passes through a strainer. Each time the filter is backwashed and each time the pool is vacuumed, the strainer basket should be emptied. Filter sand need not be changed for 15 or 20 years or longer. However, it is good practice to remove the manhole and inspect the filter bed at least once every five to seven years.

Pool Cleaning

A pool vacuum cleaner sucks up dirt (along with water) and enables you to clean the pool bottom without emptying the pool.

In small pools, a floor brush can be used to sweep sediment to the main drain. Water flowing from the pool to the filter through the drain, draws the sediment into the filter.

Chemical Treatment

The third fundamental of pool care is proper chemical treatment. This consists of three basic procedures: chlorination, algae control and maintenance of proper alkalinity.

Chlorine is one of the most economical and widely used agents for purifying pool water and fortifying anti-algae treatment. One form, liquefied gas, is efficiently used only in the largest pools, but chlorine granules (calcium hypochlorite) and liquid chlorine (sodium hypochlorite) are widely used in the average size pool.

Standard procedure calls for the application of sufficient chlorine to maintain a free residual of 0.3 to 0.6 parts

per million. In public pools this residual must be maintained constantly to guard against contamination.

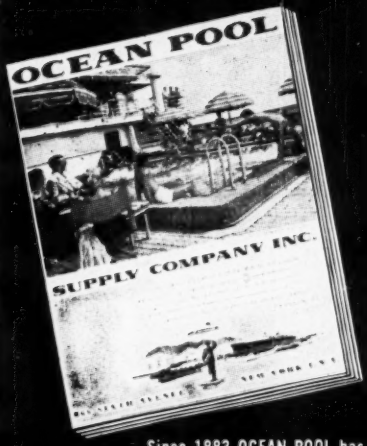
About once each week the pool should be superchlorinated by tripling the normal dosage. This raises the residual reading above 0.6 but as soon as it drops to 0.6 (usually in a few hours) the pool can be used for swimming. Superchlorination destroys the more resistant types of bacteria and organisms.

Algae Control

Algae are microscopic single-celled plant organisms which multiply rapidly. Algae are present in all water, even in the very water with which you fill your pool. Pools should be treated with a chemical algae preventive as soon as they are filled and periodically thereafter.

Source—Modern Swimming Pool Co., Inc.

everything for your waterfront from one resource!



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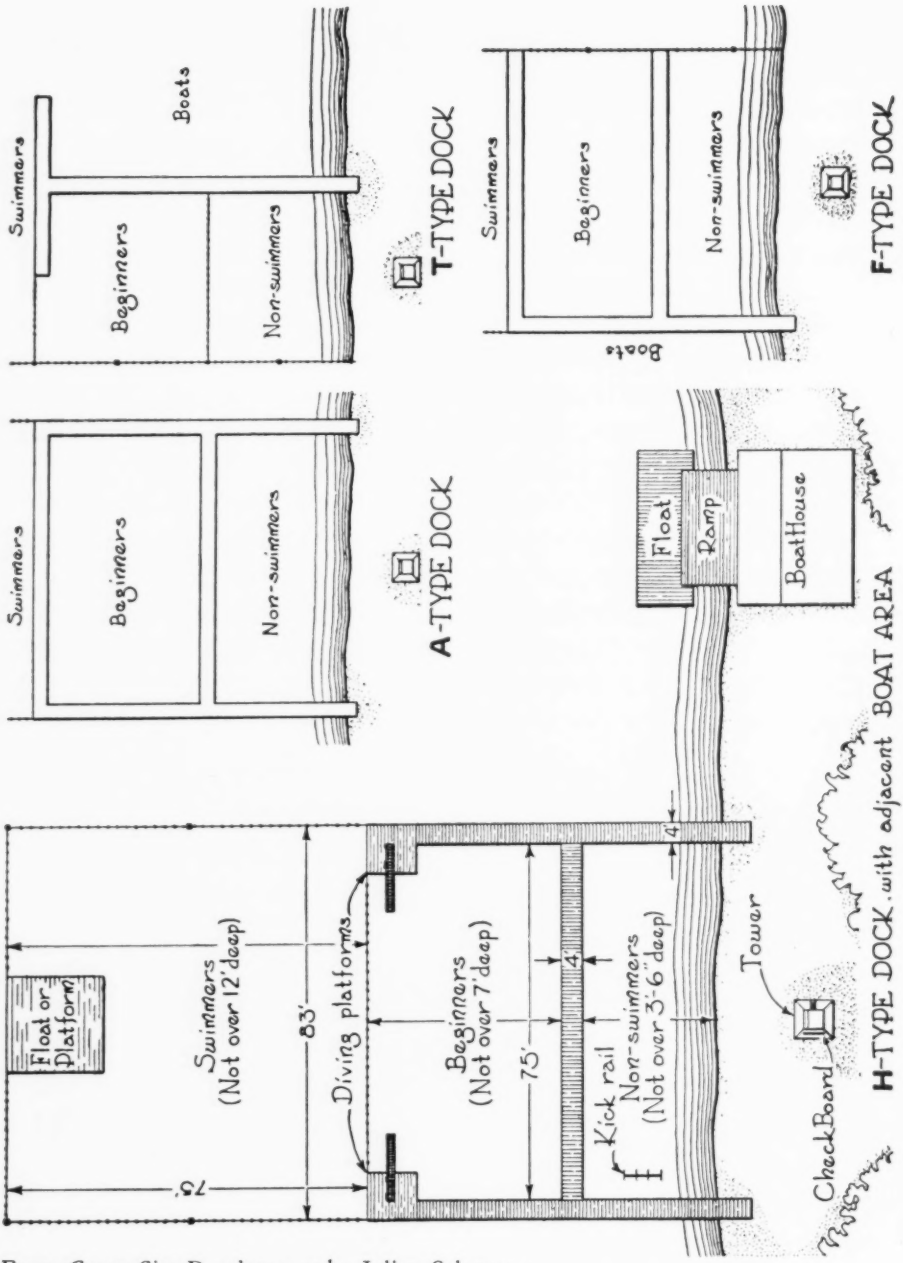
Dock Layouts



From *Camp Site Development* by Julian Salomon, published by Girl Scouts of the U.S.A.

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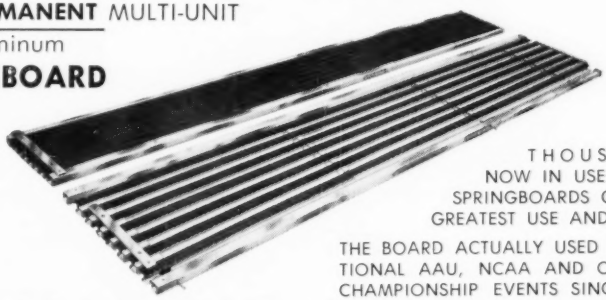

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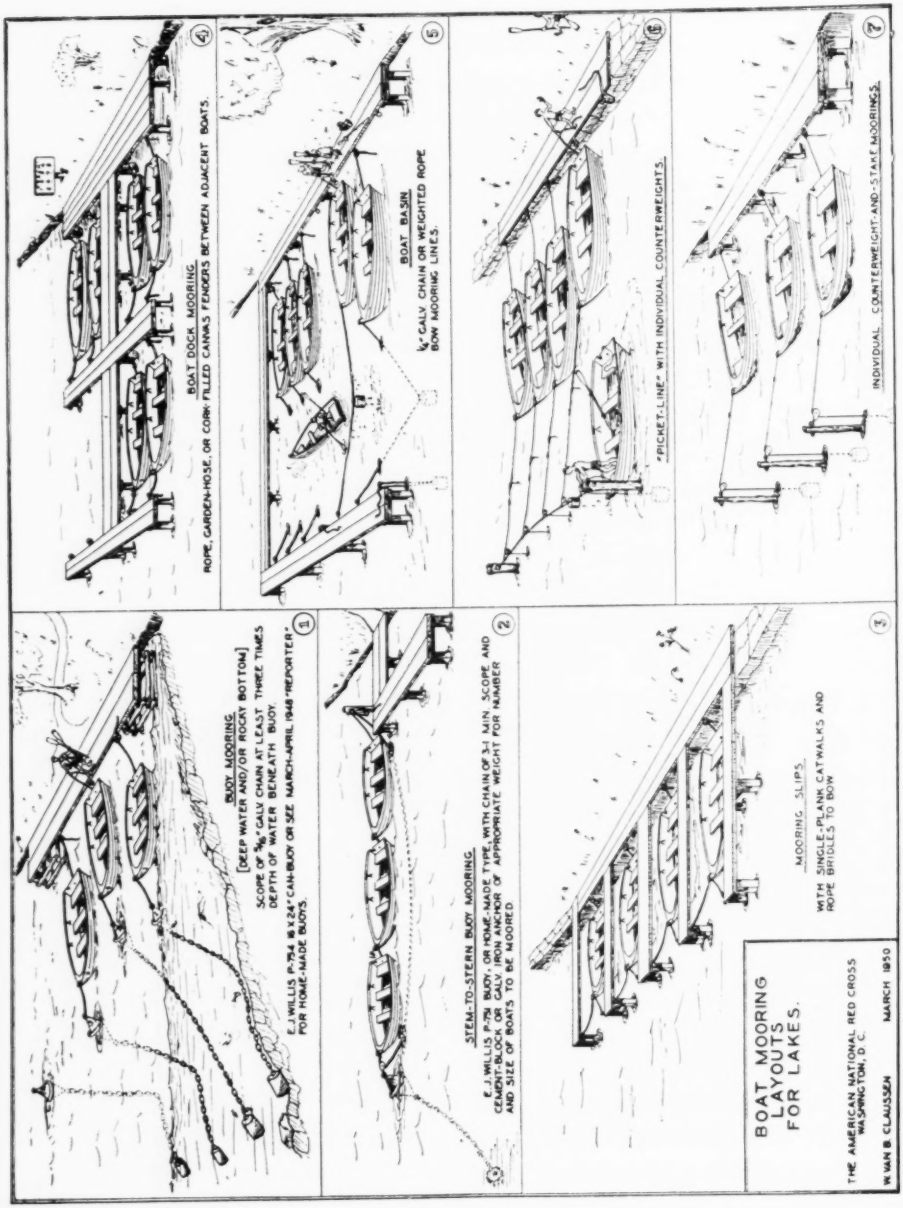
Boat Mooring Methods

Suggestions for taking good care of your camp boats while they are moored, from the American Red Cross.



Diving Board Maintenance

By Norman R. Miller

Proper installation and maintenance of your diving boards will insure better performance and maximum service. This also means safety and financial savings in the operation of your waterfront.

Here are some tips on how to care for your boards:

Install your boards properly. First, make sure that all parts of your diving stand are properly aligned and that your fulcrum is aligned and perfectly level with the floor. Second, locate your fulcrum correctly: For a 12-foot board, a distance of 6 feet from the anchored end of the board is recommended; for a 14-foot board, 6 to 7 feet; and, for a 16-foot board, 8 feet. Finally, make sure that the base of your board and fulcrum are aligned and perfectly level; then, bolt the base of your board securely to the stand.

Either a standard bar-type or a rocker-type fulcrum will assure good diving board performance, providing the fulcrums are properly designed and covered with a heavy thickness of live, resilient rubber to absorb the shock of the board when in use.

Do not secure the board at the fulcrum. Diving boards are designed to rest free at the fulcrum point. They must not be bolted or strapped down at the fulcrum. Fastening boards at the fulcrum will destroy much of the "spring" and will cause excessive breakage.

Insist that your boards will be used wisely. Allow only one diver on your boards at one time. Further, insist that needless bouncing, jumping and springing on the boards be stopped. Remember that only three steps and one jump are required by the experts in championship running dives.

Alternate your diving boards regularly. After one board has been in service for four or five weeks, take it down, remove the matting and place the board right side up in a normal 70 degree temperature room, resting levelly on "two by fours" placed under each batten. Scrub the board clean with soap and water, then permit it to rest and air-dry for ten days or so. Then, paint your board with boiled linseed oil and rub dry before placing the matting back on the board; or, if your board is finished in spar varnish or white enamel, simply apply one coat of the original finish and let dry before replacing the matting.

Increased safety may be assured by covering boards with extra heavy duty cocoa matting, which is a specially woven imported fabric, tested and selected for maximum durability. It is approved, regulation covering for diving boards and springboards, and may also be used as runners, wherever wet surfaces present a slipping hazard.

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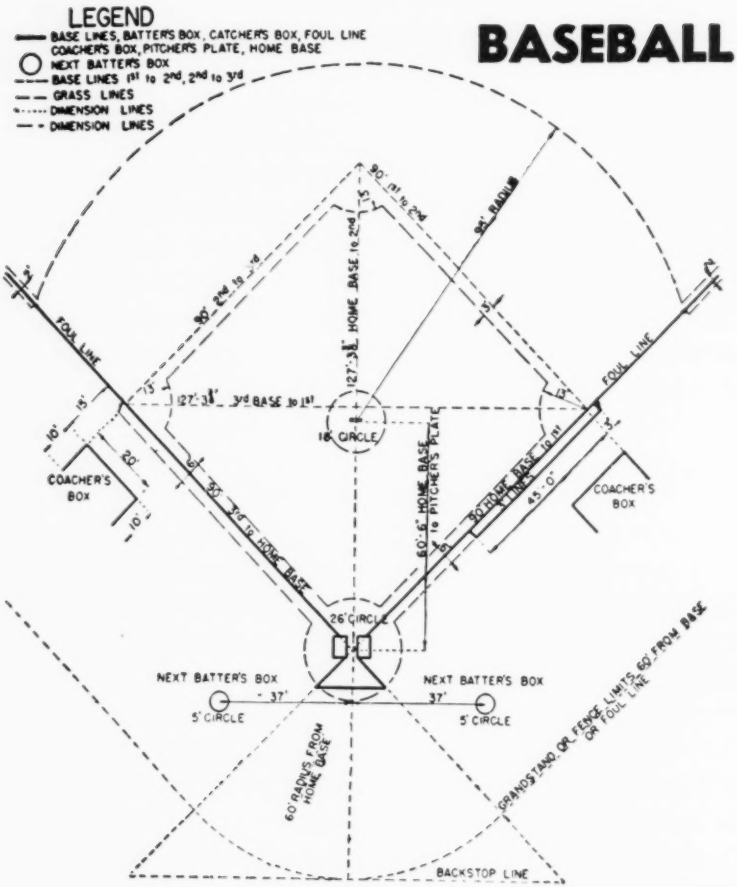
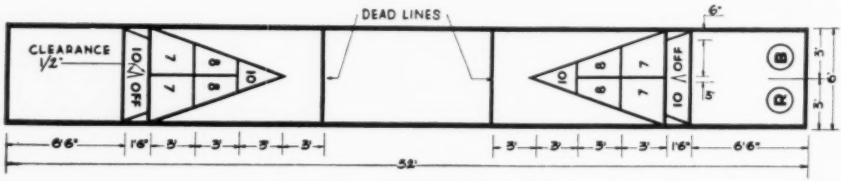
Field and Court Sizes

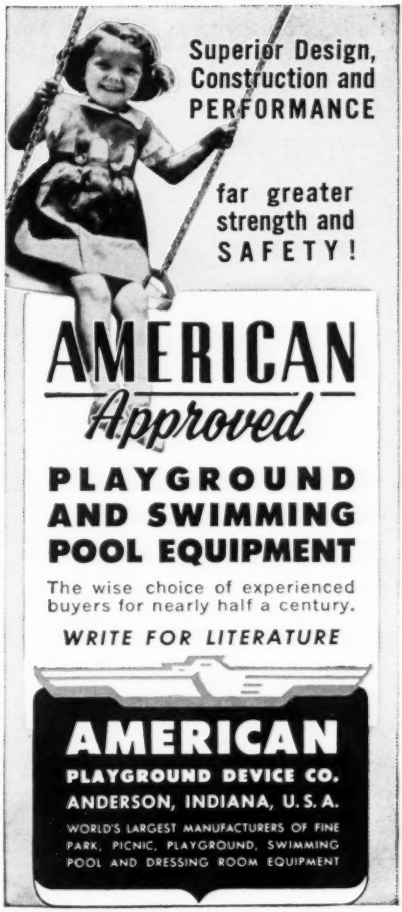
BASEBALL



For boys under sixteen years of age measurements changed as follows: Distance between bases, 82 feet; home plate to second base, 115 feet, 11½ inches; same distance across diamond from first to third bases; home plate to pitcher's plate, 50 feet.

SHUFFLEBOARD





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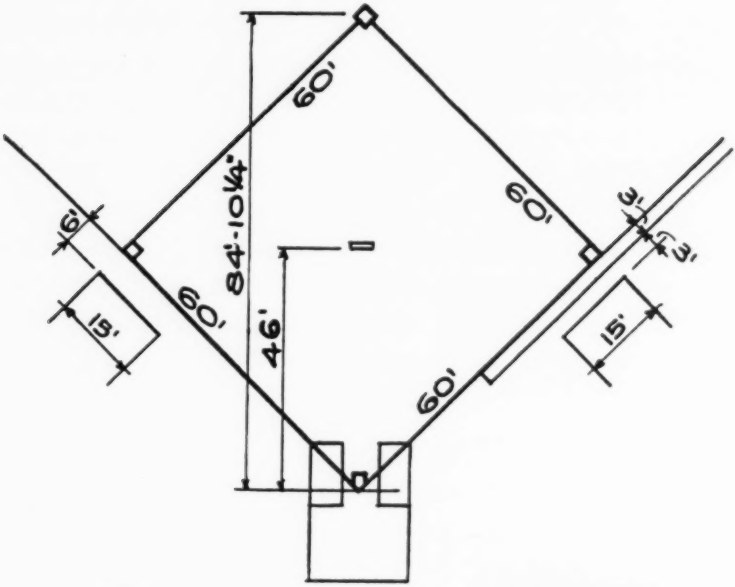
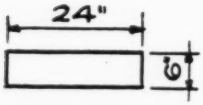
Field and Court Sizes

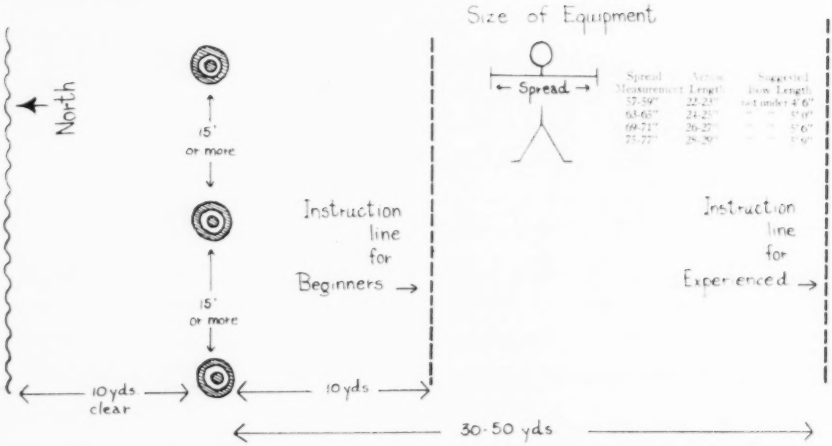




PITCHER'S · PLATE

SOFT BALL FIELD

ARCHERY RANGE



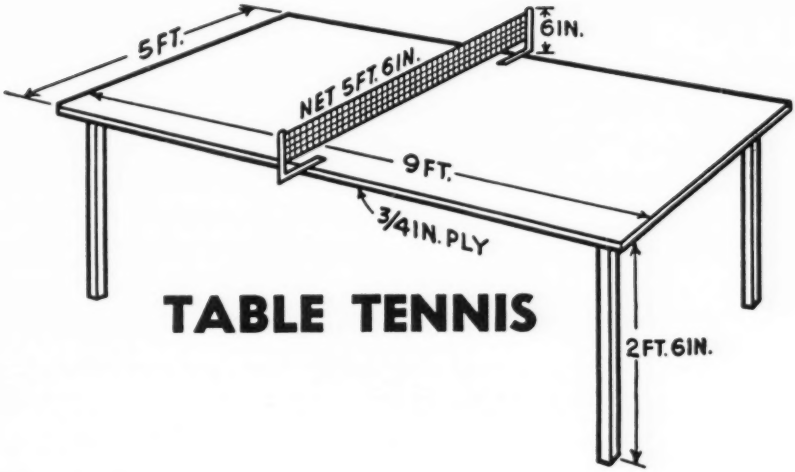
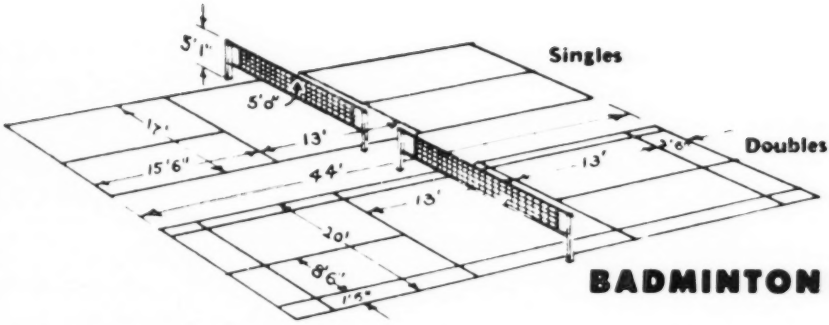


TABLE TENNIS



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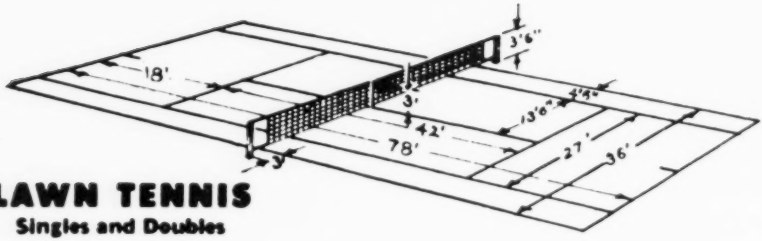
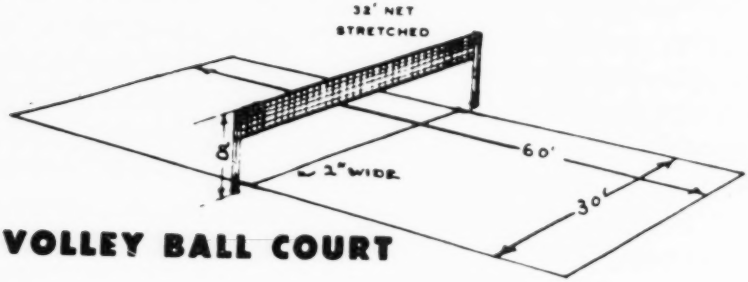


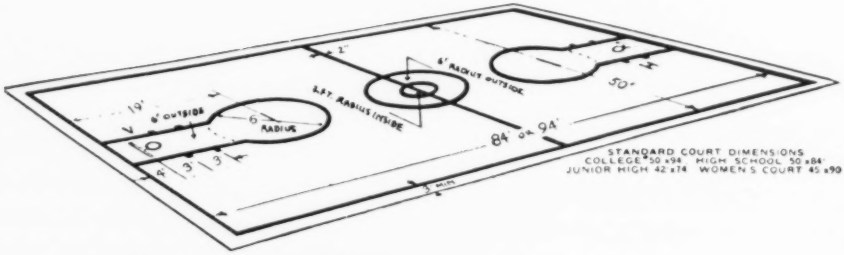
LAWN TENNIS

Singles and Doubles



VOLLEY BALL COURT

HORSE SHOES



BASKETBALL COURT

Sport Supply Check List

All supplies should be checked before the opening of camp to insure adequate equipment to carry out a successful sports program. Though campers may supply their own tennis racquets, air rifles or other similar equipment, camp directors should plan to provide extras.

General Equipment for All Sports

Tournament boards
Score cards
Revolver and blanks
Whistle
Official rule books
Stop watch
Measuring tape
First aid kit
Court marking machine
Lime
Court roller
Awards (if used)
Repair and cleaning supplies
Air Pump

Tennis

Racquets
Nets and standards
Balls

Softball

Bases and home plate
Mitts and gloves
Bats (several sizes)
Balls

Baseball

Bases and home plate
Mitts and gloves
Bats (several sizes)
Balls
Catcher's mask and chest protector

Basketball

Backboards
Rings
Nets
Basketballs (indoor and outdoor)

Shuffleboard

Cues
Discs

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Sport Supply Check List

Volleyball

Nets and standards
Volleyballs

Badminton

Racquets
Nets and standards
Shuttlecocks

Table Tennis

Tables
Nets
Paddles
Balls

Horseshoes and Quoits

Horseshoes and stakes
Quoits and stakes

Riflery

Rifles, .22 caliber and/or air rifles
Targets and backstops
Ammunition
Mats
Telescopes
Slings
Gun rack
Loading blocks

Archery

Bows (several sizes and weights)
Arrows (several lengths)
Targets
Quivers
Arm guards
Finger guards
Ground quivers
Ground rack
Arrow box
Repair Kit

Playground

(Equipment for playgrounds should be scaled in size to age of campers)

Swings
Slides
Climbing devices
Horizontal ladder
Seesaws
Horizontal bars
Parallel bars
Trampoline

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Hirsch, Weis Canvas Products Co. 7 N.W. Front Street, Portland, Oregon

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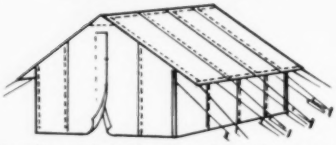
Celacloud...a Celanese contemporary fiber

INDIAN TEPEES

WALL TENTS



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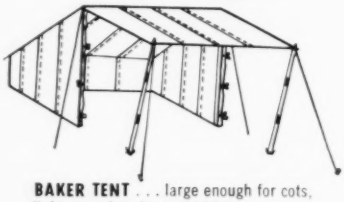

BAKER TENT . . . large enough for cots, light enough to be carried by one person.

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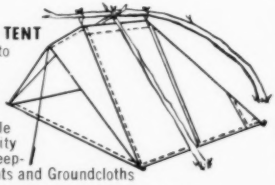

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First Aid Kits
Foods, Dehydrated
Forks, Toasting
Frying pans
Gloves, Cotton
Grates
Griddles
Grills
Hatchets
Insect bite remedy
Insect repellent
Kettles
Knapsacks
Knives, Paring
Lanterns
Maps
Match boxes, waterproof
Measuring Cups
Mess Kits
Pack Baskets
Packboards
Pancake Turners
Plastic wrap
Poison plant irritation remedy
Poles, Pegs
Pot Hooks
Reflector Bakers
Repair Kits
Rope
Salt and Pepper Shakers
Saws, Knock-down
Shovels
Silverware
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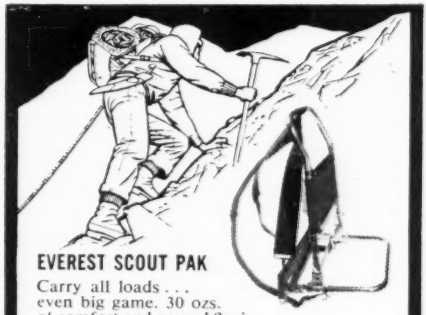

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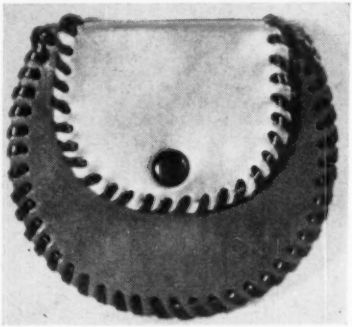
Two-Tone Double-Duty Coin and Money Purse



The little double-duty coin and money purse you see pictured here really gives you something **new** to talk about! Not just a "gimmick" item . . . these kits are staple merchandise . . . in an original new design that attracts attention and admiration.

The purse can be snapped over a belt — and girls like the handy center compartment for carrying a handkerchief or lipstick. Practical for tots, teenagers, mothers, grandmothers. Carried on a belt, inside a larger purse, or in the hand.

Not just an ordinary coin purse kit — this is of genuine top grain cowhide, and it comes in a variety of colors that blend in a beautiful two-tone effect. Comes complete with 2 snapbuttons, lacing needle, matching lace, and instructions for lacing in either cross-stitch or single-stitch style.

JUST $3.60 per dozen

No wonder the kit is really the newest sensation for leathercrafting in girls' and boys' summer camps! They want them for their own use and for gift-giving.

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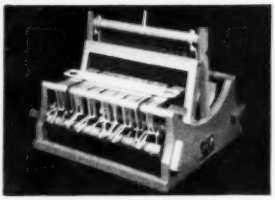

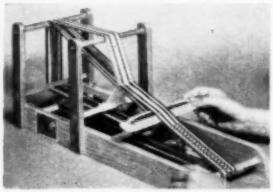

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Craft Projects for Camp

A graded and classified list of craft projects and materials required for the shop, prepared by Marion Trowbridge.

Types of Project and Age Groups	Items Which Can Be Made	Materials, Tools and Equipment Needed
Basketry 9-15 and over	Baskets, trays, hot mats, waste baskets, holders for tumblers, sandals	Plant fibers — round, flat or flexible — purchased or gathered at campsite — vines, willow, reeds, grasses, fibers, ash, corn husk Tub for soaking fibers, heavy scissors, awl, pliers, tape measure, sharp knife, tapestry needles
Batik 12-15 and over	Scarfs, handkerchiefs, wall hangings, place mats, curtains	Wax (1½ paraffin, ½ beeswax), dye, gasoline Frames for stretching cloth, heat for keeping wax hot, brushes, tjantings
Blockprinting Linoleum 12-15 and over	Stationery, book-plates, wall hangings, handkerchiefs, place mats, greeting cards, labels, stickers, luncheon sets, napkins	Battleship linoleum, printers' inks Linoleum tools, (V-shaped veiners, U-shaped gouges), brayer, glass, pallet knife
Potato print 6-11	Stationery, scarfs, handkerchiefs	Raw potatoes, tempera paint Knife or razor blade
Carving, Soap 9-15 and over	Figures, animals, (round or relief)	Large bar soap Knife
Carving, Plaster 12-15 and over	Figures, animals, plaques	Plaster of Paris, cardboard box (size of desired object) Bowl to mix plaster, stick or spoon, knife
Carving, Wood 12-15 and over	Totem poles, figures, animals, plaques, tiles	Soft pine or basswood Saw, gouges (set of wood tools), rasp knife
Carving, Chip 12-15 and over	Boxes, trays, plates, clogs, book-ends, picture frames, tiles	Soft pine or basswood (or battleship linoleum) stain, raw umber, oil paint and turpentine, varnish or shellac, wax Razor blade, brush, rags

Craft Projects

Types of Project and Age Groups	Items Which Can Be Made	Materials, Tools and Equipment Needed
Clay (unfired) 6-15 and over	Figures, animals, bowls, masks	Moist or dry clay (preferably self-hardening or add dextrin) oilcloth squares (18"), rags, tempera paint, shellac, enamel Plaster bats, clay tools (or meatskewers, orange sticks, etc.) brushes, clay container (metal garbage can or heavy earthen crock with cover) wire, rolling pin
Clay (fired) 12-15 and over	Figures, animals, bowls, boxes, dishes, tiles	Pottery clay, glazes, oilcloth, rags See unfired clay, plus kiln, potters' wheel
Cork 6-15	Scrapbooks, tiles, belt squares, place mats and coasters; decorate (apply to) wooden trays, book ends, boxes, waste baskets, desk sets	1/16", 1/8", 1/4", cork, water color paints, shellac, glue Scissors, brushes
Felt 9-14	Fireplace mittens, purses, moccasins, hair bands, flowers, beanies, pennants, belts; applique on wood, cork or cloth; eye glass cases, animals, dolls	Various color felt, yarn, thread, beads Pinking shears, needles
Gesso 12-15 and over	Apply on wooden surfaces: boxes, book-ends, picture frames, bowls, scrapbooks plaques, desk sets, trays	Gesso (prepared or home-made) enamel or oil paint, varnish, wax paper Brushes
Glass etching 12-15 and over	Tumblers, ash trays, paper weights, dishes, desk identifications, tiles	Etching compound, masking tape, black asphaltum, rags Razor blade, brushes, tooth picks, cotton

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Craft Projects

Types of Project and Age Groups	Items Which Can Be Made	Materials, Tools and Equipment Needed
Horn 12-15 and over	Beads, buttons, rings, ear rings	Deer horns, cow horns, elk horns, leather thonging Saw, drill, knife
Knotting Gimp (or braiding) 6-14	Lanyards, bracelets, belts	Colored gimp (flat and round,) fastenings
Yarn, strings and raffia, etc. 11-15 and over	Belts, bookmarks, napkin rings, bracelets, purses, mesh scarfs	Yarn, colored twine, strings, raffia, thread
Leather 9-15 and over	Bill folds, key cases, moccasins, belts, purses, archery wrist guards, arrow cases, eye glass cases, book covers, book marks, desk sets, portfolios	Tooling calf, sheepskins and some cowhides, lacing (leather thonging or gimp) fastenings, battleship linoleum (to make own die for modeling) Leather punch, leather wheel marker, vise, modeling tools (pointed & flat), sponge, marble slab, metal stamps, cutting knife, fastening equipment, mallet
Metal (16-20 gauge) Chasing Etching Piercing Repousee Hammering 6-15 and over	Bracelets, book ends, desk sets, trays, boxes, candlesticks, letter openers, bowls, tea tiles, cigarette cases, napkin rings or clips, buttons, brooches, buckles	Glass or crockery dishes for acids, mallet, wooden molds, bracelet bender, files, coping saw for metal, brace and bit, ball peen hammer, anvil block or block of steel, lead block for repousee, dapping tools, drill, chasing tools, metal shears Pewter, copper, brass, german silver, aluminum, etching acids (hydrochloric for aluminum, nitric for other metals), oil and pumice, steel wool, black asphaltum
Metal Foil 6-15 and over	Apply to wood or heavy cardboard as trays, boxes, match holders, desk sets, picture frames, plaques, book ends, scrap books, three-dimensional use as favors, ornaments, table decorations	Metal foils (aluminum, copper, brass), liquid solder, nails Hammer, nutpick, meat skewers, orange sticks, teaspoons

Craft Projects

Types of Project and Age Groups		Items Which Can Be Made	Materials, Tools and Equipment Needed
Painting and Sketching 6-15 and over		Sketches of Scenery and landscapes Still life People and animals	Water, oil, and finger paints Pastels, Crayons Sketching paper Brushes Rags
Painting 9-15 and over		Boxes, clogs, trays, plates, book ends, braclets, buttons, scrap books, picture frames, tiles, bowls	Tempera paint, shellac, enamel Brushes Serpentine (paper streamers), shellac
Paper	6-8	Pottery, pin trays, nut cups, candlesticks, coasters, napkin holders, tiles	Paper sacks, crayons, tempera paint (feathers, yarn, etc.)
	6-8	Masks	
Paper	6-11	Beads: from magazine ads, cut long, thin triangles, roll and shellac	Colored magazine ads or colored paper, string, shellac. Hat pins
	9-14	Relief cardboard — cut designs from cardboard and apply to objects — boxes, trays, etc.	Cardboard, tempera paint, shellac Razor blades, scissors
	6-14	Marbelized paper and starch paper—book jackets, portfolios, box coverings and linings	Oil paint, turpentine, starch, tempera paint, construction paper. Shallow dish
	12-14	Paper-paste modeling, boxes, tiles, plaques	Construction paper, plenty of paste. Meat skewers, nail heads, etc.
Papier-mache pulp or strips 6-15 and over		Fruit, vegetables, bowls, animals, figures, puppets, masks	Newspapers, starch, wire, tempera paint, shellac, string, masking tape Old plates or pie tins
Plastics 12-15 and over		Pins, buttons, bracelets, pin trays, candle sticks, pendants, paper knives, napkin rings, boxes, picture frames, cigarette cases, scalloped dishes	Plexiglass or Lucite sheets, 1/8″ - 3/16″, sandpaper, Simonize, soap (for saw blade), plastic solvent Soft clean working area, cotton gloves, scriber or awl, coping saw, files, drill, vise, pliers, 250° oven heat

Craft Projects

Types of Project and Age Groups	Items Which Can Be Made	Materials, Tools and Equipment Needed
Rustic Crafts 9-14	Doorstops, candle holders	Birch logs, lead shot
9-11	Figures, animals, letter openers	Saw, brace and bit Tree roots, knotted branches
6-8	Flower pots and canisters	Knife, saw
9-14	Totem poles	Tin cans. Tin shears Soft wood, branch of tree, paint. Knife, saw
Stencil (spatter) 9-15 and over	Stationery, cards, programs, pictures, posters, scrapbooks, wall panels, handkerchiefs, scarfs, luncheon sets, curtains, bibs, aprons	Stencil paper, water color (on paper) textile paint on cloth, blotter, pad Razor or stencil knife, stencil brushes, glass surface, spatter gun, tooth brush, wire screen
Weaving 9-15 & over Looms Frames Cardweaving Finger weaving	Woolen yarns, carpet warp, cords and twines, cotton yarn, raffia, jute, linen, beads, cardboard, small stick (pencil) Looms, frames, shuttles, tapestry needles	Scarfs, purses, belts, napkins, place mats, pillow tops, pot holders, hot pads, book marks, rugs

Choosing Movies for Camp

1. If your camp budget is limited, it is preferable to have better movies less frequently than to have poor movies often.

2. Select and screen all movies to insure suitability. Criteria for such selection might include: Will it be of interest to all age groups in camp? If not, can there be a substitute program for ages not covered? Does the film respect human dignity? Is it morally of high quality? (Many of the older films were made before censorship.) Does it promote better understanding between people or does it give the idea that all problems must be solved by brute force?

3. Each movie program could well include a short cartoon or film aimed specifically at education and guidance, particularly suited to a camp setting. There are many free or inexpensive films available, geared for children. This scheduling should be done well in advance so that the camp is assured of a film of this type for showing each time a movie activity is held. Many of these films present ideas on health, girl-boy relationships, manners, respect for others, safety, nature-lore, sportsmanship and democracy.

4. Camp movie programs, in addition to providing opportunity for showing educational films, can be an integral part of the total camp program. Camping in other lands could be the theme of one of the movie programs and perhaps lead to the adoption of new ideas in your camp program. Special films for use in connection with nature, craft, waterfront, etc., programs are also available.

5. Try scheduling movies as only a part of an evening or rainy day pro-

Continued on page 122.

SHELL PRESENTS...

the perfect answer to the question, "What's new and entertaining for rainy day and evening camp programs?"—a series of top-notch, stimulating motion pictures on the oil industry, aviation, and science. The films are 16MM, sound, many in color. They are noncommercial, and are yours for the asking.

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Choosing Movies

Continued from page 120.

gram. Use films as a springboard for a discussion of camp rules and regulations or to interpret camp policies. There are also many instruction-type films available which could serve to supplement waterfront, sports, crafts, nature and other camp programs.

Movies can also be used as a part of an all-camp program in which recognition is given to new campers, staff members are introduced or awards are presented.

Photography Projects for Camp

Basic essentials for a camp photography program are only two:

1. Simple, sturdy cameras (campers' own or supplied by camp.)
2. Film.

With nothing more than these, camps can carry on a fine picture *taking* program and help campers increase their keenness of observation and ability to make worth-while story-telling photographs.

Addition of two relatively inexpensive camera attachments will greatly increase picture-taking scope. These are:

1. A flash attachment, which enables picture taking indoors, at night, and in poorly lit areas during the day.
2. Supplementary lens attachment for taking pictures at closer than the 5 to 6 foot limit of most inexpensive cameras.

After campers have learned how to take worthwhile photographs, their interest can be maintained by introducing them to photo development and printing. For these activities a simple darkroom will be desirable. Equipment required for a small darkroom is as follows:

FILM DEVELOPMENT

Minimum Equipment

Darkroom lamps
Three Enameled trays
Timer
Tray thermometer
Graduate
Six junior film clips
Glass stirring rod
Overhead wire with spring-clip clothespins for drying films
Wastebasket

Other Useful Equipment

Day-loading tank for 33mm magazine
Three hard rubber tanks 4 x 5-inch with eight sheet film developing hangers
Darkroom ventilator
Photo chamois

CONTACT PRINTING

Minimum Equipment

Auto-mask printing frame
Enameled tray, 16 x 20 or 20 x 24 inches

Other Useful Equipment

Printing box
Automatic tray siphon
Senior trimmer
Ferrotype plates
Print roller or squeegee
Photo blotter roll

A new method of contact printing, made possible by Kodak Velite Paper, may be of interest to camps. This paper allows prints to be made under regular lighting or daylight. Velite comes in one grade suitable for average negatives.

ENLARGING

Minimum Equipment

Portable miniature enlarger or precision enlarger
Three enameled trays

Other Useful Equipment

Masking paper board
8 x 10 enlarging easel
Print paddle

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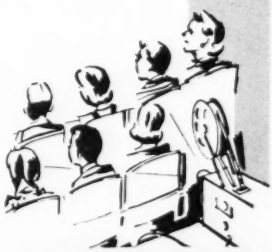

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CD58.

Riflery Pointers

Shooting a gun is always one of the most popular activities for campers of all ages—both boys and girls. Many National Rifle Association affiliated camps of long standing have added a 15-foot program using spring type air rifles for campers ranging in age up to 10 years; then making use of the intermediate range of 25-feet and the pneumatic or CO_2 air rifle. These activities permit younger campers to earn nationally recognized awards similar to the shooting awards won by older campers using the 50-foot range and .22 caliber rifles for the maximum in accuracy.

Distance—Most campers will want to fire .22 caliber rifles on the 50-foot range. All distances specified are measured from the firing line to the face of the paper target. 15-foot (spring type air rifles) and 25-foot (pneumatic and CO_2 guns) ranges may be located in the general vicinity of the .22 range, but for the sake of safety, it is advisable that younger campers have their own ranges elsewhere. Both the 15-foot and 25-foot ranges can easily be set up indoors in one of the camp buildings.

Direction—Direction of fire on outdoor ranges should, if possible, be north or northeast. This permits firing at any time of the day without sun shining into the eyes of the shooters or range officer.

Safety—Locate the range where campers will not wander into the field of fire while engaged in other camp activities. All "Blind" approaches to the field of fire should be fenced and warning signs generously distributed. When in doubt about any safety factor apply the rule of "Safety First." If air rifle firing is done on an indoor range, similar precautions should be taken.

Expense—Rifle range construction need not be expensive. Materials are fairly cheap and easily obtainable. Labor involved will probably be the largest item.

Air rifle programs are comparatively less expensive to install and operate than .22 shooting because of the smaller range, less elaborate backstops, and lower cost of guns and ammunition.

Firing Line—Firing points on an uncovered firing line are graded so that the side toward the target is raised about 10 inches and slopes back to level ground at a point six to ten feet in the rear. Firing points are designated by 2x4 inch white stakes with black numerals corresponding with target numbers. Each shooter takes his place just to the right of the stake.

The firing line should be level from one side to the other, with a minimum of five feet between firing points. It should be sodded or sown with some kind of tough grass to make it clean and comfortable.

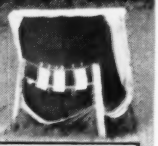
Backstops—The only satisfactory natural backstop for .22 firing is a hill of fairly good size, with a crest not less than 30 feet above the level of the firing point. The hill should rise about one foot for each two feet along the horizontal. Brush which might obscure the view of campers on the firing line should be cleared away to the crest of the hill or at least 100 yards up a large hill from targets and at least 50 yards on each side of targets. A cut should be taken in the hillside behind targets to provide a perpendicular face to catch bullets and prevent ricocheting.

Do not use as backstops stone fences; stone piles; the sheer, unprotected face of a quarry; brick, stone or concrete walls; piles of logs or railroad ties; standing timber; or a stream or lake which is navigable within 1,500 yards of the firing line.

There are two main types of satisfactory artificial backstops for a .22 range. One uses metal plates at least ¼" thick placed at an angle of 45 degrees to the firing line so the bullets deflect downwards into the ground—much like the usual indoor range. The

Announcing DAISY'S New 25% DISCOUNT to Old and New Customers

Shooters at Dearborn (Mich.) School Camp. Note inexpensive canvas backstop.



Effective January 1, 1958, Daisy grants a 25% Discount on air rifles, BB shot, targets to present and future camp customers. Now you can modernize your present .22 shooting program by adding Daisy's Junior Air Riflery Program—or you can install it if your camp has NO shooting program. You can do it at the Special 25% Camp Discount . . . good on initial camp orders AND re-orders! Send Coupon for Free Director's Packet explaining this safest, most economical shooting program . . . now!

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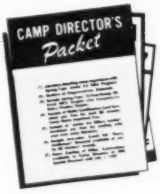

Contains complete information on '58 Daisy Spring-Type Air Riflery Program, sample Official NRA Practice Targets, Shooter's Wallet Card, Brassard plus Daisy Catalog—and sample Leaflet furnished Free for enclosing in your own camp "prospect" mailing. Send coupon.

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4 No. 75 Air Rifles	$20.84
1 No. 500 Case BB Shot	3.75
50 No. 10 Instruction Sheets	FREE
100 No. 78-A NRA Targets	.36
100 No. 78-B Practice Targets	FREE
1 Camp Director Packet	FREE
(Daisy Pays Postage) TOTAL	$24.75

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Outfit provides complete instruction and shooting equipment for 10 to 15 boys and girls per period of instruction. No expensive backstops needed. Many camps use grocery cartons stuffed with magazines or newspapers; others use a piece of old canvas. Order your COMPLETE OUTFIT now on coupon or send coupon for Free Director's Packet. *Remember*... Daisy's 25% Camp Discount is good on all Daisy Camp Orders, Re-Orders!

Prices subject to change without notice —higher in Canada.

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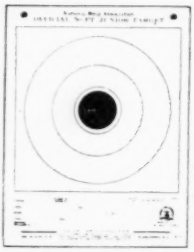

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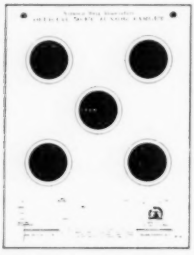
Used in early stages of junior qualification course and for practice *with any .22 rim-fire rifle at* 50′. 2 to 10 count. Size 7″ x 9¼″.

A-3 15-FT. JUNIOR SINGLE BULL
Used in early stages of junior qualification course and for practice *with any "spring-type" air rifle at* 15′. 4 to 10 count. Size 7″ x 9¼″.

Order by Number:
A-2
$7.00
per 1,000
A-2 50-Ft.
JUNIOR 5-BULL
Used in advance stages of junior qualifications and for practice *with any .22 rim-fire rifle at* 50′. 5 to 10 count. Size 7″x9¼″.



SPECIAL 20% DISCOUNT TO CAMPS
All prices are F.O.B. Washington

NATIONAL TARGET CO., INC.
1255 25th St., N. W. Wash. D. C.
219 E. N. Water St. Chicago 11, Ill.

You Can Buy Better

for your camp . . .

. . . if you contact the advertisers on these pages, obtain their catalogs, see which offerings BEST meet your needs.

Riflery Pointers

other is an earthen embankment pushed up by a bulldozer to a height of not less than eight feet, depending entirely on the type of terraine behind the backstop.

Backstops for spring type air rifles, both indoors and out may be made of corrugated boxes tightly stuffed with crumpled newspapers; however, a sheet of ¼″ plywood placed at a slight angle so the BB's will glance downwards, will last an entire season and can be painted for a more attractive range. Such a backstop would not be safe for pneumatic or CO_2 rifles as the pellets strike with considerably more force. For these rifles, one needs to use light steel or the earthen backstop.

The Target Butt most easily constructed and most efficient in use (where target carriers are not used) consists merely of posts planted in the ground immediately in front of the backstop and about eight feet apart. Frames holding targets are hung from tenpenny nails or hooks driven into these posts. Two sets of nails should be provided on 50-foot ranges. One set should hold targets level with the eyes of the shooter of average height when in standing position, the other should hold targets slightly higher than the level of a shooter's eyes when in the prone position.

Target frames to hold targets are easily and quickly made from one by three inch dressed material. They are about eight feet in length and about 15 inches in height. To the top of the frames fasten squares of wood or tin painted alternately black with white numerals and white with black numerals. Target numbers should be spaced at least 18 inches apart and numbered from left to right to correspond with firing-point numbers. Under each numeral nail a rectangular piece of pressed wood, beaver board or such material. Targets may be easily and quickly attached by spring or clip clothespins.

Source: National Rifle Association.

Looking for an Added Interest in Your Program?

Add shooting to your program and you've added the one sport that has a deep, basic American appeal to boys and girls of all ages.

Right now, over 1000 camps are participating in the complete riflery program recommended by the National Rifle Association. Why not join in and build your *own* program? Winchester will gladly assist interested camp owners and directors in getting started.

Mail the coupon below for a set of free booklets describing how easily you can add supervised shooting to your activities. And when you start, remember that for years of sport, long-life, economy and all-around shooting qualities, there's nothing like a Winchester.

FREE! Complete kit of Riflery Information for Camps

OLIN MATHIESON CHEMICAL CORPORATION
WINCHESTER
22 RIFLES

Winchester-Western Division
Olin Mathieson Chemical Corporation
New Haven 4, Connecticut

Please send free folders giving information on adding riflery to our camp program.

CAMP NAME_____

YOUR NAME_____

ADDRESS_____

Health . Safety and Sanitation

FIRE SAFETY • HEALTH GUIDE • SANITATION • INSECT CONTROL

Checklist for Fire Safety

A yearly fire safety check should be a MUST for every camp, and many areas should be checked three or four times during the summer. Each "No" to a question below indicates a serious fire hazard. Do something about these hazards—now! And alert your staff members to fire hazards in their own departments, cabins or the overall camp so that a fire-safe camp will be primary in the minds of all.

HOUSEKEEPING

1. Have you removed all flammable rubbish and leaves from around buildings and tents? .....

2. Are grass, brush and small trees cut or thinned out around camp buildings?

3. Is fire-fighting equipment within easy reach when trash, leaves, etc. are burned out-of-doors? .....

4. Do you keep your storerooms and garages free from rubbish, old rags, papers, etc? .....

5. Do you keep oil mops or paint rags in closed metal containers to guard against spontaneous ignition? .....

6. Are stoves always kept free of grease? Do you have baking soda or salt handy in case of grease fires? .....

7. Do you hang towels on special racks, never drying them on or near stoves?.....

8. Do you collect ashes in covered hole-free metal containers and dispose of them when properly cooled? .....

9. Do you keep matches in metal containers away from heat? .....

10. Do you use only safety matches in camp? .....

11. Do you have spark-screens over all chimneys? .....

12. Are all fireplaces equipped with effective firescreens? .....

FLAMMABLE LIQUIDS

13. Do you start fires with paper and/or kindling only, never with flammable liquids? .....

14. Are kerosene or gasoline lanterns hung up or put on tables or shelves and never on the floor? .....

15. Are supplies of fuel oil stored away from buildings, preferably in underground tanks? .....

16. Are oils (kerosene and gasoline) handled only in the daylight and where spillage cannot be ignited? .....

17. Are gasoline stoves and kerosene stoves and heaters of types listed by Underwriters' Laboratories, Inc? .....

18. Are your lamps sufficiently heavy-based to prevent tipping? .....

Protect Your Camp with **Smith**

INDIAN FIRE PUMPS

ENDORSED BY PROFESSIONAL FIRE FIGHTERS . . . . "Choice for Quality the World Over."

Here's What Camp Directors Say:

"I wouldn't think of opening camp without our INDIAN FIRE PUMPS."
R. P. Tappenden, Camp Adanac

"We have 18 INDIAN FIRE PUMPS strategically located. Wouldn't be without them."
Merrill J. Durdan, Camp Conrad Weiser

5 Gal. Back-pack **INDIAN FIRE PUMPS** are a **"must"** to keep camps safe. Don't take chances! Protect property—guard lives with the equipment used by forest rangers and fire depts. Uses only clear water. Brass pump hurls powerful stream or nozzle adjusts to spray. **INDIAN FIRE PUMPS** are a "One Man Fire Department."

SMITH RITESIZE SPRAYER
2 GAL. COMPRESSED AIR

Light weight. Extra long hose. Adjustable nozzle. Sprays roses, flowers, crops, fruit trees, etc. Excellent for weed and brush control.

INDIAN DRINKING WATER & SUPPLY TANK

No. 75G

Many uses in every camp. Portable. 5 gal. capacity. For hikes, canoe trips, cook outs, etc. Carries water, coffee, soft drinks. Completely sanitary. Push button faucet. **Send for circular.**

SMITH Streamlined BLIZZARD

World's finest continuous sprayer. Pump barrel is heavy, seamless brass. Tank is solid copper highly polished. Slow pumping throws continuous mist spray. Every camp needs them.

2 SIZES
PINT QUART
(39 OUNCES)

Send for circulars describing any of the above items

D. B. SMITH & CO. 417 Main St., Utica 2, N.Y.

Checklist for Fire Safety

CONSTRUCTION

19. Are the roofs of your buildings non-combustible? .....

20. Are roofs, gutters, eaves of buildings free of needles and leaves? .....

21. Are all stovepipes, chimneys and hoods above kitchen stoves cleaned and repaired before camp opens? .....

22. Are floors directly under stoves and heaters protected by galvanized iron, concrete or brickwork? .....

23. Have you eliminated all stovepipes which pass through closets or storerooms? .....

24. Are walls, rafters, ceilings and partitions protected from over-heating of stoves and pipes? .....

ELECTRICITY

25. Are electric irons and all electrical appliances used for cooking, equipped with metal stands and heat controls? .....

26. Do you use only those electric appliances, fuses, extension cords bearing the label of Underwriters' Laboratories?

27. Are all electric extension cords in the open—none under rugs, over hooks?

28. Do you allow only qualified electricians to install your wiring? .....

29. Do you use Standard fuses of proper capacity, never others? .....

30. Do you always use safety film for movies, never nitrocellulose film unless you have a standard projection booth?

SMOKING

31. Do you maintain restricted places for smoking—no matter WHO? .....

32. Does the camp insist that all cigarettes and cigar butts be carefully extinguished before they are disposed of?....

33. Do you insist that matches be broken in two before throwing away?.....

FIRE FIGHTING

34. Do you have simple fire-fighting equipment, such as brooms, rakes, pails of water, pails of sand, shovels? .....

35. If you have a fire hose, canvas or rubber, do you test it before camp opens?

36. Is equipment kept in designated places and in good condition? .....

37. Do you have more than one exit from all rooms in main buildings? .....

38. Do you have a camp check before retiring to see if all fires and lights are out or suitably protected? .....

39. Do you have regular fire drills for all campers and staff? .....

40. Do you have a place where pumpers can take water? .....

41. Do you have approved fire extinguishers in every main building? Are they kept in good working order? Do your personnel know how to use them?

42. Do you have fire escapes on buildings of more than one story? .....

43. Do you have an easily distinguished fire alarm? .....

44. Do you have a fire brigade? .....

45. Do you have ladders that will reach to the roof of your buildings? .....

46. Is there any organized fire protection in your community? .....

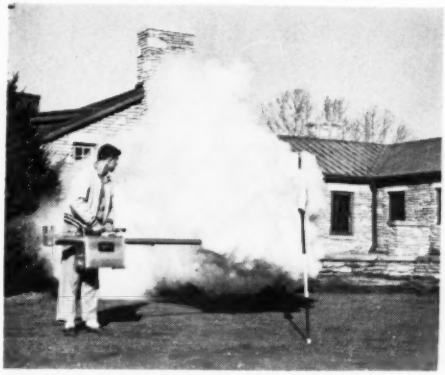
47. Do you know where or how to call for this protection service? .....

CAMP FIRES

48. Do you build outdoor fires only in safe places, on sand or other mineral soil, or on rocks and not near trees? .....

49. After putting out an outdoor fire do you stay until ashes are cool enough to test with your bare hands? .....

Source: Nat. Bd. of Fire Underwriters.



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Summer
Kill Insects with

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TRADE MARK

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Used Widely by Camps and Resorts —
Field Proven

CURTIS AUTOMOTIVE DEVICES INC. P.O. Box 297-M Westfield, Indiana

PREVENT FIRES
SAVE LIVES!

A BETTER PUMP BY
FEDCO

1 Comfortable, easy pack, it "fits" Shoulder straps will not rope or twist
2 Maximum water capacity—5 gallons Minimum weight — dry 4½ lbs. Service weight 46 lbs.
3 Strong, corrosive resistant bag Neoprene rubber coated nylon fabric
4 40" hose and ball bearing hose connectors interchangeable with FS model
5 Standard Fedco pump with positive shut-off interchangeable with FS model

MODEL FS
So Simple
A CHILD CAN OPERATE IT!

A FEDCO EXCLUSIVE
Fedco Smokechaser outfits can be filled from a small remote water seepage using the standard Fedco pump at the rate of one gal. per min.

Fedco pumps have been tested to over 50,000 strokes without loss of pumping efficiency. Even after 5 years of non use Fedco pumps operate as efficiently as when new.

MODEL N

SMOKECHASER OUTFIT

MODEL FS
THREE MODELS AVAILABLE

Built to U. S. Forest Service Specifications

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829 Estabrook St. San Leandro, California
Distributed in Canada by
CANUS EQUIPMENT LTD., OTTAWA, ONTARIO

Health and Safety Practices

HEALTH

PRE-CAMP EXAMINATION

1. Scope and Time
   a. Both campers and staff included.
   b. One or two weeks prior to departure for camp.
2. Purpose
   a. Determine camper's physical fitness for camp.
   b. Protection for camper, family and camp.
3. Includes
   a. Routine physical examination by M. D.
   b. History of contagious diseases camper has had or been exposed to recently.
   c. History of any disease such as rheumatic fever, nephritis, epilepsy and enuresis.
   d. Specific information as to any medication camper routinely takes, or any desentization shots for hay fever, etc.
   e. Specific information as to any foods or serums to which camper actually is allergic.
   f. Immunizations
      Tetanus, should be a must
      Typhoid, very important
      Small pox, diphtheria, also whooping cough and polio.

PERSONNEL

1. Physician
   a. Live at camp or in close proximity.
   b. Licensed in state in which camp is located.
   c. Should have some pediatric training or experience.
2. Nurse
   a. Essential if there is not a resident M. D.
   b. Registered in state in which camp is located.
   c. Experienced in school work and/or Public Health work.
3. Dietitian
   a. Resident institutional dietitian or a consulting dietitian.

EQUIPMENT

1. Camp Infirmary
   a. Tent, building or isolated room used exclusively for this purpose.
   b. Privacy and quiet.
   c. Isolation unit for campers who have or are suspected of having communicable disease.
2. Medicine and Supplies
   a. As deemed necessary by doctor.
   b. First aid equipment and supplies available to all competent to use.
   c. Other medication used only by camp nurse or doctor.
3. Transportation
   a. Specific vehicle available at all times in camp for emergency use.
   b. Location of nearest hospital and best route known by all staff personnel, and arrangements for emergency care made with hospital prior to camp opening.
4. Records
   a. Application form should include signed authority by parents giving camp doctor permission to use his discretion in care of a camper during an emergency pending:
      1. Arrival of a physician designated by the parents.
      2. Removal of the camper to a hospital specified by the parents.
   b. All medical and surgical treatments recorded and signed by the doctor or nurse. Records filed.

CAMP PROGRAM RELATED TO HEALTH OF CAMPERS

1. Physical
   a. Avoid undue fatigue and overstrain.
   b. Rest period of at least one hour following noon meal.
   c. Competition involving muscular coordination between teams or individuals carefully graded on ability and not chronological age.
   d. Tempo of camp program adjusted to entire group.
2. Mental
   a. Each camper accepted by other campers in his group or team for feeling of security and happiness.
3. Personal Hygiene
   a. Observe usual standards of bathing, brushing teeth, and washing hands prior to meals.

Health and Safety Practices

SAFETY

EQUIPMENT AND TOOLS

1. Supervision and instruction in use of all sports, craft, and other equipment and tools should be provided both during scheduled and free periods.

SWIMMING AND WATERFRONT ACTIVITIES

1. Supervised by person holding American Red Cross Instructor's Certificate
   a. Junior or Senior Life Saver for each 10 persons in swimming at any one time.
2. Boats or canoes of any sort used only on permission from counselor in charge. (Applies to all campers, staff and visitors.)
3. Standard Life Saving Equipment for all boats, docks and pools.

FIRE PROTECTION

1. At Camp
   a. Water pressure system, hoses and connections inspected.
   b. Extinguishers inspected.
   c. Fireplaces and chimneys inspected.
   d. Electric equipment and wiring inspected. Campers not allowed to make changes.
   e. Prior arrangements with nearest fire fighting unit for assistance in an emergency.
2. National Forests
   a. Observe all Forest Service rules for campfires, incinerators, etc.

HAZARDS

1. Buildings, equipment kept in repair.
2. Loose stones, logs, etc., removed from playground area and trails.
3. Open pits marked or filled.
4. Ground lighted at night along paths to toilets and dock area.
5. Campers and staff taught to recognize and avoid poisonous plants, animals and insects.

ACCIDENT REPORTS

1. Standard form adopted; data filled in by camp doctor or nurse, counselor in direct charge of the camper at time accident occurred and comment, if any, by camper involved.
2. Analyzed periodically to prevent similar accidents.

Source: Frank S. Wissmath, M.D., based on ACA Standards.

CHLORINATION *by* W & T

Stops this kind of shut-down

Chlorination of your camp water supply is not only "good health"—it's good business, too. Costly shut-downs by health authorities for typhoid, dysentery, and other water-borne disease just can't happen with Wallace & Tiernan Hypochlorinators on the job.

These rugged machines have many characteristics designed especially for camp operation. Here are some of their main features:

Easy operation—Switch on the power and the Hypochlorinator starts operating.

Compact—The Hypochlorinator and solution crock need only four square feet of floor space.

Approved—Chlorination is recognized and approved by health authorities across the country as a safe, sure means of sterilization.

Dependable—You can count on Wallace & Tiernan Hypochlorinators because they are the product of 36 years experience in all phases of water purification and are backed by a nationwide service organization.

See your nearest W & T Representative now to learn how your camp can obtain these and other advantages from chlorination.

WALLACE & TIERNAN
INCORPORATED
CHLORINE AND CHEMICAL CONTROL EQUIPMENT
NEWARK 1, N. J. • REPRESENTED IN PRINCIPAL CITIES.

Desirable Sanitation Practices

WATER

1. Drinking Water.
   a. Certified safe by local Public Health Department and tested regularly during camp season.
   b. Sub-surface sources developed if possible.
   c. Surface water requires proper treatment.
   d. Drinking fountains and approved sanitary water system best, individual drinking cups o.k., common drinking cup strictly prohibited.

2. Swimming Water
   a. Samples submitted to local Public Health Dept. for bacteriological tests.
   b. Beaches free of refuse and debris or contamination by garbage or sewage.

3. Auxiliary Water
   a. Unsafe at any place where it may enter the mouth:
      Washing in the kitchen, shower heads or lavatory taps.
   b. Use only for: Flush toilets, urinals, laundry machines, heating systems.
   c. Dual water systems are not to be recommended.

FOOD

1. Storage
   a. Perishables.
      Temperature not higher than 50° F. for milk, butter and vegetables. Temperature not higher than 34° F. for meat, etc. Artificial ice recommended if electric refrigeration not available.
   b. Non-Perishables.
      Protect against contamination by rodents and insects and keep dry. Free circulation of air.

2. Preparation
   a. Food handlers.
      Certificate of examination attesting freedom from tuberculosis, typhoid, syphilis and amoebic dysentery. Weekly inspection as to general health.
   b. Dishwashing procedures and care of equipment should comply with state, local and county sanitation laws. In the absence of such laws, effective methods should be used.
   c. Meat and Dairy Products.
      Gov't inspected or from gov't inspected animals.

3. Serving—attractive and clean.

GARBAGE DISPOSAL

Water-tight covered containers, washed after each emptying. Entire container removed to place of disposal, emptied, cleaned and returned. Emptied every second day or oftener. Incinerated, buried in a pit or fed to pigs.

RUBBISH AND REFUSE DISPOSAL

Combustible wastes burned. Non-combustibles buried, tin cans flattened and glass containers broken, to prevent mosquito breeding.

TOILET FACILITIES

One or more, conveniently located to all parts of camp, constructed so that waste is not accessible to flies and does not pollute surface soil or contaminate water.

DOMESTIC ANIMALS

Not permanently quartered within 500 feet of any kitchen, dining hall or living quarters. Temporary corrals or picket lines not within 200 feet of above.

SLEEPING AND LIVING QUARTERS

Adequate windows, adjustable for ventilation, properly screened.

LAUNDRY

Adequate facilities at camp, or sent out.

Based on ACA Standards and material supplied by Frank S. Wissmath, M.D.

ONLY ONE GERMICIDE IS NEEDED IN YOUR CAMP!

Roccal
BRAND

THE "COMPLETE" SANITIZING AGENT
POWERFUL • SAFE • ECONOMICAL

Accepted nationally as the "standard" quaternary ammonium germicide by public health officials and industrial sanitarians, ROCCAL is the effective way to sanitize *all* camp equipment, buildings, storage areas . . . an essential agent in keeping camps in top sanitary condition.

In recommended dilutions, ROCCAL is a potent germicide; stable at varying temperatures, stainless, non-irritating to skin, non-corrosive, non-poisonous and, when used as directed, imparts no odor or taste to foods or beverages.

ROCCAL can be depended upon to do a better sanitizing job in your camp. Some of its major uses . . .

FOR SANITIZING

- **eating and drinking utensils**
- **surfaces in sanitary facilities**
- **food storage areas: bins, closets, etc.**
- **coffee urns (DEODORIZES TOO!)**
- **floors, walls and furniture**
- **bathing suits, socks, underwear**
- **swimming pools and equipment**
- **WHEREVER A SUPERIOR GERMICIDE IS NEEDED**

We'd like to help you achieve easier, more economical, more effective sanitization in your camp. Send coupon TODAY.

CRBG—58

Sterwin Chemicals INC.
ROCCAL DIVISION
1450 Broadway, New York 18, N. Y.

Please send me data on camp sanitizing with Roccal . . . . ☐
Please have your representative call . . . . . ☐

NAME . . . . . .

ADDRESS . . . . . .

. . . . . .

Insect and Pest Control

WHERE FOUND	METHODS OF CONTROL

HOUSE FLIES

Kitchens and Dining rooms

1. Good sanitation to prevent breeding. This is most important because many insects have developed resistance to DDT, chlordane, lindane and other materials that previously provided good control.
2. Adult insects can be killed by fly spray (Grade AA recommended), aerosol bomb or fog aerosol.
3. Coarse, wet spray of 5% DDT solution where residual deposit is not objectionable, applied to kitchens, food-storage rooms, dishwashing rooms, pantries, dining rooms, rafters, hanging lights, ceilings, projecting room corners, shelves, inside and outside of cupboards, floor cabinets, underside and legs of all tables, workbenches, meat-blocks and sinks, around door trim and windows, screening and stands upon which disposal cans are kept.
4. Pyrenone or sulfoxide sprays are also recommended for use against houseflies. These materials will not harm human beings or pets and their use around food will not involve health hazards. Most pyrenone and sulfoxide concentrates contain 1% of pyrethrins and 10% of either piperonyl butoxide, or sulfoxide. When used with mechanical fog generators they should be diluted with 9 parts of water; with hand type sprayers, dilution is increased to 20 parts of water. Pyrenone aerosols are also available and are effective. When either pyrenone sprays or aerosols are used, doors and windows should be closed during and for one-half hour after each application.
5. Electric vaporizers that can be plugged in wall outlets in kitchens, dinning rooms, etc., can be effective in eliminating flying and crawling insects. Fixtures should be mounted at least 3 feet below ceiling level for best results.

MOSQUITOES

Indoors

Same method and at same time as for houseflies.

Outdoors

1. Eliminate breeding grounds by draining swampy land or spray breeding grounds every ten days with DDT oil solution or dust with 1% DDT powder.
2. Apply 5% DDT petroleum base spray carefully to surfaces of buildings, rock walls and shelters where they may alight. From 1 to 2½% DDT wettable powder, dissolved in water can be sprayed on tree trunks, bushes and vegetation close to camp.

Fog applications utilize 5% DDT in solutions, emulsions or suspensions, at as low as 1/50th pound per acre.

COCKROACHES

Kitchens and Dining rooms

Apply 5% DDT petroleum spray on undersides of sinks, shelves ,along baseboards and walls.

10% DDT dust can be blown into harboring places with dust guns. Treat again if necessary.

SILVERFISH

Bedrooms	Same methods as for cockroaches.

STABLE FLIES

Decaying organic matter, wet straw	5% solution of DDT in oil at breeding site. Pyrenone spray or aerosol for inside buildings.

BEDBUGS

Bedrooms	5% DDT petroleum spray applied to unused beds, mattresses, baseboards and similar places of harborage.

FLEAS

Indoors	Dust with 10% DDT dust, especially sleeping quarters of pets. Sprinkle floor lightly and sweep powder back and forth to distribute into floor cracks.

ANTS

Kitchens and Dining rooms	Treat the points of entrance from outside with 5% DDT spray.

SANDFLIES, GNATS, BLACKFLIES

Indoors	Spray screening with a 5% DDT solution in heavy petroleum base.
Outdoors	Same treatment as for mosquitoes.

INSECTS CAUSE CANCELLATIONS

THIS SEASON KEEP YOUR CAMP

INSECT-FREE

Successful Camp operators choose TIFA . . . the lowest-cost, high efficiency FOG applicator used by Public Health authorities in over 3000 communities. TIFA fog penetrates smallest crevices, envelops and destroys all insect pests. Cannot harm pets, cannot stain windshields or car finishes.

For over 13 years BEST by TEST in Community Fly and Mosquito Programs. Write for Circular and list of Dealers

FLIES, MOSQUITOES AND OTHER INSECT PESTS

KILLED ON CONTACT

BY TIFA

TODD INSECTICIDAL FOG APPLICATOR

Carrying Underwriters' Listing Seal MH 4162

PRODUCTS DIVISION

TODD SHIPYARDS CORPORATION

HEADQUARTERS: Columbia and Halleck Streets, Brooklyn 31, N. Y.

PLANT: Green's Bayou, Houston 15, Texas

Books for Camp Leaders

1958 Bibliography of new and standard books on camping. Addresses of publishers are in the Buying Guide Section.

Administration

ADMINISTRATION OF THE MODERN CAMP, *edited by Hedley S. Dimock*, Association Press, $4.00.

THE BOOK OF CAMPING, *by Robert Rubin*, Association Press, $2.00.

CAMPING AND CHRISTIAN GROWTH, *by Lynn and Campbell Loughmiller*, Abingdon Press, $1.50.

CAMPS AND THEIR MODERN ADMINISTRATION, *by Hazel K. Allen*, Morrow, $1.50.

HANDBOOK OF YMCA CAMP ADMINISTRATION, *edited by Ledlie and Roehm*, Association Press, $4.50.

HOW TO PLAN AND CONDUCT WORKSHOPS AND CONFERENCES, *by Richard Beckhardt*, Association Press, $1.00.

THE SUCCESSFUL CAMP, *by Lewis C. Reimann*, Univ. of Michigan Press, $4.75.

THE THEORY OF CAMPING, *by Frank Irwin*, The Ronald Press Co., $3.25.

Arts and Crafts

AMATEUR HANDCRAFT, *by F. Clarke Hughes*, Bruce, $2.75.

AMERICAN INDIAN BEADWORK, *by Hunt* and *Burshears*, Bruce, $5.50.

BEN HUNT'S WHITTLING BOOK, *by W. Ben Hunt*, Bruce, $3.50.

BIRD HOUSES, *by L. Day Perry and Frank Slepicka*, Chas. A. Bennett Co., $1.75.

BLOCK PRINTS, HOW TO MAKE THEM, *by William S. Rice*, Bruce, $3.00.

THE BOOK OF ARTS & CRAFTS, *by Marguerite Ickis and Reba S. Esh*, Association Press, $4.95.

CERAMICS, *by Harry Zarchy*, Knopf, $3.50.

CRAFT ADVENTURES FOR CHILDREN, *by Grimm, Skeels and Fish*, Bruce, $2.00.

CRAFTS FOR SCHOOL AND HOME, *by Grimm, Skeels and Fish*, Bruce, $2.95.

CREATIVE CERAMICS, *by Katherine M. Lester*, Chas. A. Bennett Co., $4.25.

CREATIVE CRAFTS FOR CAMPERS, *by Hammet and Horrocks*, Association Press, $7.95.

CREATIVE CRAFTS IN WOOD, *by Michael C. Dank*, Chas. A. Bennett Co., $2.95.

CREATIVE HANDS, *by Cox and Warren*, John Wiley & Sons, $6.95.

DICTIONARY OF ARTS AND CRAFTS, *edited by John L. Stoutenburgh, Jr.*, Philosophical Library, $6.00.

EASY CRAFTS, *by Ellsworth Jaeger*, Macmillan, $2.49.

FOLK ARTS AND CRAFTS, *by Marguerite Ickis*, Association Press, $5.95.

FUNDAMENTALS OF LEATHERCRAFT, *by Ross C. Cramlet*, Bruce, $1.50.

GENERAL LEATHERCRAFT, *by Raymond Cherry*, McKnight & McKnight, $1.50.

A HANDWEAVER'S WORKBOOK, *by Heather G. Thorpe*, Macmillan, $4.50.

HAND WEAVING: FOR PLEASURE AND PROFIT, *by Harriette J. Brown*, Harper & Bros., $4.95.

HANDICRAFT — SIMPLIFIED PROCEDURE AND PROJECTS, 9th ed., *by Lester Griswald*, Prentice-Hall, $5.50.

HOW TO DO WOOD CARVING, *by John L. Lacey*, Arco Publishing Co., $2.00.

HOW TO MAKE POTTERY *by Muriel P. Turoff*, Crown, $2.95.

HOW TO WORK WITH RAFFIA, *by Bibbi Jessen*, Bruce, $1.00.

INDIAN AND CAMP HANDICRAFT, *by W. Ben Hunt*, Bruce, $3.00.

INDIANCRAFT, *by W. Ben Hunt*, Bruce, $3.25.

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